

Title: Associate Research Officer
Domain: Education – Research and Development
Grade: P1
Post Number: IEP-PA-085
Organizational Unit: UNESCO International Institute for Educational Planning (IIEP)
Duty Station: Paris, France
Type of contract: Project Appointment
Length: 1 year renewable, with possibility of extension depending on availability of funds and performance
Annual salary: 45 973 Euros
Deadline (midnight, Paris time): 13 July 2018

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

Under the authority and the direct supervision of the Director of IIEP, and the immediate supervision of the Head of the Research and Development (R&D) Team, the incumbent will work mainly on the research project on the use of learning assessment data. The incumbent's tasks will be to provide support to the implementation of this project and dissemination of its results. S/he will also contribute to other IIEP's research, training and communication activities, as required. In particular, s/he will:

Support the implementation of IIEP's research project on the use of learning assessment data in the planning cycle:

- Participate in the preparation of research tools.
- Liaise with various international partners (development agencies, international organizations, civil society institutions, etc.) as needed to build partnerships for the implementation of the project.
- Participate in the preparation of the terms of reference for the research and for case studies.
- Participate in the field work organized in the framework of this research project.
- Provide assistance in the quality control of activities and deliverables when carried out by national researchers or external consultants.
- Contribute to the preparation of synthesis, research briefs, articles, tools and guidelines based on the research findings.
- Support the organization of dissemination events (expert meetings, policy forums, workshops, etc.)
- Assist in the management of the project as needed.

Contribute to IIEP's activities linked to the theme of teaching and learning:

- Provide assistance in the integration of the research findings into training materials for residential and distance courses.
- Contribute to identifying relevant news, articles and events to be included in the Learning Portal.
- Contribute to the regular update of IIEP webpage on the progress of the research and its results.

Support the design and implementation of other IIEP's research programmes as needed:

- Assist in the design of programmes and development of research proposals.
- Contribute to their methodological design.

Contribute to the preparation of research deliverables.

Competencies

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

Accountability

Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Advanced university degree (Master's degree or equivalent) in education, social sciences, international development, international relations, public administration or related fields.

Work Experience

- Minimum two years of professional experience in research analysis/evaluation and in project management, of which preferably 1 year acquired at international level.
- Experience working on issues related to educational planning and management.

Skills and competencies

- Knowledge of research methods and data analysis.
- Knowledge of educational planning issues and processes.
- Knowledge of learning assessment data issues and literature.
- Ability to conduct literature reviews, research analysis and synthesis.
- Strong analytical and synthetic skills and good capacity to undertake analytical and synthetic writing, including preparation of reports, training materials and policy briefs.
- Excellent information management skills.
- Proven organizational and time management skills.
- Excellent communication skills, both oral and written.
- Initiative, ability to work under pressure and to meet tight deadlines.
- Good interpersonal skills including effective networking skills.
- Demonstrated ability to work collaboratively with colleagues to achieve organizational goals.
- Ability to work in a multicultural environment.
- Excellent IT skills with proficiency in the use of Microsoft Office.

Languages

- Excellent knowledge of English or French and good knowledge of the other.

Desirable qualifications

Skills and competencies

- Familiarity with the work and general functioning of international organizations and/or the UN System.

Languages

- Knowledge of other official UNESCO languages (Arabic, Chinese, Spanish, Russian).

Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

You are invited to send your cover letter, CV in [UNESCO format](#) with the [compulsory questionnaire](#) together to: aropa085@iiep.unesco.org

Please note other format shall not be considered.

In the subject line, kindly mark "**Associate Research Officer R&D PA085**". The deadline for submission is **13 July 2018** at midnight (Paris time). The appointment is contingent on the availability of funds.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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