

Title:	Assistant Project Officer
Domain:	"Youth Empowerment"
Position Number:	AMN-18-CI-0001
Organizational Unit:	UNESCO Amman Office, Communication and Information
Duty Station:	Amman – Jordan
Type of contract:	Service Contract (SC-8/1)
Duration of contract:	12 months (Initial contract will be for 3 months as probationary period)
Annual salary:	JOD 15,864
Deadline (midnight, Amman time):	17 July 2018

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

Overview of the functions of the position

The EU funded Project "Youth Empowerment and Media and Information Literacy (MIL)" advances Media and Information Literacy (MIL) as a holistic response to prevent hate speech through media and Internet. The action builds on over 40-years experience that UNESCO has in MIL worldwide. Moreover, the project will build upon the pilot initiative experienced under the EU funded project "Support to Media in Jordan". The project will strengthen capacities of public institutions (universities and schools), media and education professionals and civil society organizations to tackle hate speech through MIL in four governorates: Irbid, Zarqa, Ma'an, and Mafraq.

Since the Action aims at decreasing the risk for Jordanian youth to be influenced by and be engaged in hate speech content, the project will convene and mobilize national authorities, schools, universities' radio stations and civil society organizations with a view to empower youth with MIL skills so that they are better equipped to recognize and respond to hate speech.

Under the overall authority of the Head of UNESCO office in Amman, and under the direct supervision of the Associate Project Officer, and in coordination with relevant Administrative and Financial staff, the Assistant Project Officer's duties and responsibilities include, but are not restricted to:

- Provide secretarial, logistic and clerical assistance to the Project Team;
 - Drafting a variety of material including correspondence, e-mails, tables and presentations using a variety of word processing templates and spread sheet software and performing data entry from pre-existing forms as well as assisting in the usage of UNESCO's own data information systems (e.g. SISTER, SAP...);
 - Assisting in the arrangement of activities and meeting, events, trainings, etc.; by copying/distributing material, reserving venues and sending invitations to participants, drafting letters, memos, briefings, presentations and taking notes in internal and external meetings;
 - Drafting translation of project and sector related documents from Arabic to English and from English to Arabic;
 - Handle the establishment of vendor numbers, contracts, purchase orders and other financial administrative duties for the project team and the CI sector;
 - Coordinate and prepare staff and consultants travel according to UNESCO procedures;
 - Be responsible for the invitations and documentation of the project Advisory Committee;
 - Prepare on a bi-weekly basis a briefing for the Team on major events/news/information related to UNESCO CI mandate in Jordan and the above Project;
 - Maintain files and reference systems, and other manual and computerized information and reference systems (e.g.travel forms, narrative and financial reports, mission schedules, payments, logistics, UNESTEAM, share driver, etc.) according to UNESCO regulations and procedures, and meeting the demands from EU;
 - Keep on a regular basis the project contact lists up-to-date;
 - Take part in technical meetings and prepare minutes that should be shared among the whole Communication and Information Unit
 - Perform other duties needed by his/her supervisor, or as assigned by the Head of Office.
 - The incumbent will be based in Amman and will undertake field visits to the project as needed.
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Competencies

A successful candidate will be required to demonstrate the following 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

- Bachelor's degree required. Degrees in the field of management and administration will be considered as an asset.

Work Experience

- A minimum of 2 years of professional experience. Experience in the field of project administrative support will be considered an asset.

Skills and competencies

- Ability to use Microsoft Office (Word, Excel, PowerPoint, etc.);
- Flexible and Able to work in a multicultural environment.

Languages

- Arabic mother tongue is a must.
 - Very good knowledge of written and spoken English
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Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

Interested candidates should complete the attached UNESCO CV with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address:

recruitment.amman@unesco.org

Please indicate the position and vacancy number you are applying for. Incomplete UNESCO CV will not be processed.

Applications can also be received via fax only if internet access is not available to apply online. A completed official UNESCO CV form (available from the UNESCO home page) should be sent to fax number: +5928456.

Interested and suitable candidates should ensure that their application is submitted on or before **17 July 2018 (Midnight, Amman time)**

Due to the large number of applications received, only applicants short - listed for interview will be contacted.

Benefits and entitlements

The candidate shall be offered a Service Contract with a net salary of approximately **JOD 15,864** per annum. The initial contract is for a probationary period of 3 months renewable subject to satisfactory service; and **contingent on the availability of funding**;

Other benefits include 2.5 days per month annual leave.

*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.
UNESCO applies a zero tolerance policy against all forms of harassment.*

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