

**Title:** Programme Specialist (Lifelong learning policies)

**Domain:** Education Sector

**Organizational Unit:** UNESCO Institute for Lifelong Learning

**Duty Station:** Hamburg, Germany

**Type of contract:** Service Contract

**Level of contract:** L4

**Remuneration:** 48,480 EUR (Gross yearly salary in Euros, tax-free)

**Duration:** 12 months (with possibility of extension, subject to availability of funds and satisfactory performance)

**Deadline (midnight, Paris time):** **29 March 2019**

**Application to be sent to:** [UNESCO Institute for Lifelong Learning \(uil-apps@unesco.org\)](mailto:uil-apps@unesco.org)

## OVERVIEW OF THE FUNCTIONS OF THE POST

### I. Duties and requirements

Under the overall authority of the Director of the UNESCO Institute for Lifelong Learning and the supervision of a Team Leader of the Policy Support & Capacity Development in Lifelong Learning team, the incumbent will act as Programme Specialist and contribute to the implementation of the Institute's activities in the field of lifelong learning policies. In particular, the successful candidate will contribute to technical assistance, research, capacity-building and networking in areas related to policy analysis, development and implementation.

The POL team contributes to UNESCO's Expected Result (ER) 1 ('Improved national education policies and plans to advance access to equitable and ECCE, primary and secondary education through a sector-wide lifelong learning approach') and ER3 ('Improved policies and plans and mobilization of global efforts to enhance, scale up, including through ICT, and monitor the acquisition of foundational skills and lifelong learning opportunities for youth and adults both women and men'). UIL's annual work plan is adopted by its Governing Board in accordance with UNESCO's Programme and Budget 39 C/5.

The duties of the post include:

- Take part in technical assistance activities to support member states in developing lifelong learning policies, in line with SDG4, and in advising in the design and implementation of lifelong learning tools such as recognition, validation and accreditation mechanisms;
- Conduct research on flexible learning pathways, recognition, validation and accreditation (RVA) of learning.
- Design and conduct capacities development activities in the field of lifelong learning.
- Update and expand UIL's online knowledge base, particularly the Global RVA Observatory and the Collection of Lifelong Learning Policies and Strategies.
- Contribute to the expansion of the online Global Inventory of National Qualifications Frameworks (NQF).
- Organize expert meetings, conferences and workshops.
- Maintain programme area administration.
- Undertake further activities within the responsibilities of the LLPS Programme as requested by the Team Leader or the Director.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Master's or equivalent degree in education or in social sciences.

### WORK EXPERIENCE

- At least four years' professional experience in areas related to lifelong learning, in particular in the fields of adult and non-formal education and vocational training.
- Practical experience in designing and implementing programmes and/or projects related to lifelong learning.
- Experience in the fields of RVA and NQF.

### SKILLS/COMPETENCIES

- Excellent project design and management skills, proven by experience in the planning, management and implementation of education projects.
- Strong analytical and problem-solving skills, excellent organizational skills with the ability to establish priorities, coordinate and monitor your own work plan and work with an international team.
- Effective and persuasive communication skills, both orally and in writing.
- High proficiency in MS Office software.

### LANGUAGES

- Excellent command of English.

## DESIRABLE QUALIFICATIONS

### EDUCATION

- A PhD or equivalent degree in education or the social sciences.

### LANGUAGES

- Good command of French and possibly of another UNESCO official language would be an asset.

## HOW TO APPLY

Applications, accompanied by a full curriculum vitae, references and copies of relevant certificates, must be submitted by 29 March 2019, to the following address:

Ms Claudia Brandt  
UNESCO Institute for Lifelong Learning  
Feldbrunnenstrasse 58  
20148 Hamburg

Or by email to: [uil-apps@unesco.org](mailto:uil-apps@unesco.org)

**Please note that only pre-selected candidates will be contacted.**

A written test may be used in the evaluation of shortlisted candidates.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.

UNESCO does not charge a fee at any stage of the recruitment process.

***Only shortlisted candidates will be contacted  
Written test may be required***