

UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training

Vacancy Announcement

PROJECT OFFICER

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) in Bonn is currently looking for a Project Officer for the BILT (Bridging Innovation and Learning in TVET) project.

Publication Date: 20 March 2019

Title of post: Project Officer

Deadline for application: 8 April 2019

Duration of appointment: 1 year, with possibility of extension

Duty station: Bonn, Germany

Preferred starting date: as soon as possible

Payment: The salary for this post is based on TVöD grade 14 (exempt from local taxation, but non-exempt from social security contributions)

Background

The UNESCO-UNEVOC International Centre assists UNESCO Member States to achieve high quality, relevant, lifelong and cost effective technical and vocational education and training for all. Its aim is to maximise learner's prospects in the labour market. It creates synergies with UNESCO Headquarters, UNESCO Institutes/Centres and Field Offices; and works in close partnership with other international and national agencies in the field of technical and vocational education and training. The Centre is the main hub of the international UNEVOC Network made up of UNEVOC centres in UNESCO Member States.

The BILT (Bridging Innovation and Learning in TVET) project seeks to support TVET institutions in addressing the transformation challenges in the fields of "Greening TVET", "Entrepreneurship", "Industry 4.0" and "Migration and TVET". The project complements national developments to explore and support innovative, market-oriented and attractive TVET-careers/professions and inspires new modes of learning and cooperation in TVET. It leverages on the existing mechanism of the UNEVOC Network, initially with a focus on its European cluster, and eventually through bridging experiences and learning with other regions, most notably Asia-Pacific and Africa.

Roles and responsibilities

Under the direct supervision of the Senior Programme Expert, the BILT Project Officer will be in charge of the implementation of the BILT project, in close consultation with the project team at UNESCO-UNEVOC and BIBB, and in adherence with the project plan.

The incumbent's tasks will include, but are not limited to:

- Defining, coordinating and implementing the project objectives in collaboration with the project partners;
- Ensuring the timely achievement of project outputs and outcomes, including follow up with lead project partners and thematic focal points at UNESCO-UNEVOC;
- Ensuring the quality of project outputs;
- Ensuring the proper utilization of project funds, in accordance with UNESCO rules and regulations; overseeing contracts, including consultants', and implementation agreements;
- Conceptualizing a survey of innovative TVET activities in the Asia and Africa Cluster Networks as a key output of UNESCO-UNEVOC;
- Ensuring regular exchange with the counterpart coordinator from BIBB;
- Leading and guiding the development of an online sharing platform;
- Leading the organization of project events (meetings, workshops, conferences), in particular the planning and conceptualization of a Learning Summit for 2020 in close collaboration with BIBB;
- Developing communication materials on BILT, including the collection of tangible outcomes and success stories;
- Developing progress and final reports;
- Any other task as assigned by the Senior Programme Expert and/or the Head of Office.

Qualifications

- A university degree in education, social sciences, development studies or related areas.

Required skills and experiences

- Ability to meet deadlines and to undertake independent, self-directed work;
- Excellent command of written and spoken English, knowledge of any other UN language is an advantage;
- Very good verbal and written communication skills;
- Ability to work in a multi-culture environment;
- Ability to identify with mission objectives of UNEVOC;
- Demonstrated leadership qualities;
- Experience in TVET project management;
- At least 5 to 7 years of relevant (preferably) international experience in the field of TVET including implementation of TVET projects and programmes; experience with intergovernmental organizations in TVET would be an advantage;

- Relevant experience in planning, managing, implementing and evaluating programmes/projects related to TVET, with particular reference to Results-Based Management approaches;
- Experience in and knowledge of TVET systems within Europe and the internationalization of TVET.

Application

All applications should contain a letter of motivation and a Curriculum Vitae, and a completed [P11](#) form. Applications must be sent to [unevoc.hr\(at\)unesco.org](mailto:unevoc.hr(at)unesco.org).

Qualified female candidates are especially encouraged to apply.

Closing date for applications: 8 April 2019

UNESCO-UNEVOC reserves the right to conduct a test as part of the recruitment process.

Please note

We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.

All travel, interview and relocation costs incurred to take up an appointment at the UNESCO-UNEVOC International Centre in Bonn are at the expense of the applicant. It is the candidate's own responsibility to obtain a work visa if required.

UNESCO is a non-smoking organization.