

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

Vacancy Announcement

Programme Assistant

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) in Bonn is currently looking for a Programme Assistant.

Publication Date: 20 March 2019

Title of post: Programme Assistant

Deadline for application: 8 April 2019

Duration of appointment: 1 year, with the 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 9b (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 Programme Assistant shall perform the following duties:

- Provide assistance and support in developing, coordinating and implementing project objectives, specifically the BILT project implemented by UNESCO-UNEVOC and its partners. This includes the preparation and management of contracts, monitoring Consultants' progress and ensuring the delivery of high-quality outputs by the contractors;

- Ensure that the project website is constantly up to date;
- Support the development of an effective communication and knowledge management strategy as well as other tools to promote specific thematic programmes and projects, in close collaboration with other teams; especially assisting in the development of an online sharing platform and maintenance and development of other web services;
- Contribute to the development of reports and communication materials, by undertaking desk research and drafting of a variety of communication materials
- Provide overall programmatic and administrative support in the organization of UNEVOC conferences, trainings and events;
- Any other task as assigned by the Senior Programme Expert and/or the Head of Office.

Qualifications

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

Required skills and experiences

- Excellent verbal and written communication skills in English are compulsory;
- Experience in working with online platforms;
- Knowledge of any other UN language is advantageous;
- Experience in public information and/or journalistic writing;
- Familiarity with web updating;
- Good understanding of education policy issues and systems, preferably related to TVET;
- Ability to work in a multicultural team and communicate effectively;
- 2 years relevant working experiences, preferably in an international team.

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 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.