

Title: Project Officer
Domain: Gender and Education
Grade: P3
Organizational Unit: Section of Education for Inclusion and Gender Equality, Division for Education 2030 Support and Coordination (ED/ESC/IGE)
Duty Station: Paris, France
Type of contract: Project Appointment
Duration of contract: One year, with possibility of extension depending on availability of funds and performance
Annual salary: Approx. USD 86,374

Deadline (midnight, Paris time): 26 June 2019

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

Overview of the functions of the post

The Section of Education for Inclusion and Gender Equality is responsible for the coordination and monitoring of UNESCO's efforts to support gender equality in and through education, and the implementation of the Education programme outlined in the UNESCO Gender Equality in Action Plan 2014-2021 (GEAP II) and the forthcoming UNESCO Strategy for Gender Equality in and through Education. The Section's work on gender equality in education addresses the gender dimensions in education that contribute to differential access, participation, completion, and learning outcomes among boys and girls. It supports gender mainstreaming and gender-specific programming, strategic two-fold approaches outlined in the GEAP II and employed by other UN agencies and bilateral partners.

The Section supports gender mainstreaming across the Education Sector as the Sector Gender Focal Point, and provides technical assistance to UNESCO Field Offices, Regional Bureaux and Institutes, by promoting the integration of gender equality considerations at each stage of the programme cycle, based on gender analyses and sex-disaggregated data. The Section has been responsible for coordinating and supervising the development, implementation, monitoring and provision of technical support to extra-budgetary projects on gender equality and girls' and women's education. This includes the UNESCO Malala Fund for Girls' Right to Education, a multi-donor fund expanding access to women and girls in countries affected by conflict and disaster, and the UNESCO-HNA Partnership for Girls' and Women's Education which is strengthening global and regional advocacy, networking and communication to ensure girls' right to education, and the development of national capacities for gender-responsive education in Africa and Asia.

The incumbent will be under the overall authority of the Assistant Director-General Education, and of the Director of the Division for Education 2030 Support and Coordination, with the direct supervision of the Chief of Section for Inclusion and Gender Equality (ED/ESC/IGE), and will work closely as a team with the Section Programme Specialists, as well as the gender focal points in the Education Sector and other relevant units at UNESCO. The incumbent will be responsible for providing management, technical support and coordination of the projects under the Malala Fund for Girls' Right to Education and the UNESCO-HNA Partnership projects.

In particular, the incumbent will :

1. Manage, monitor and provide technical back-stopping to the projects under the Malala Fund for Girls' Right to Education and the UNESCO-HNA Partnership and undertake monitoring and technical advisory missions as relevant;
 2. Coordinate, develop and backstop activities to deliver on UNESCO's Strategy for Gender Equality in and through Education, including the development of projects/programmes on girls' and women's education and gender equality, and ensure timely communication and sharing of information and materials produced;
 3. Plan, implement and monitor advocacy activities jointly with networks and partners;
 4. Liaise with, participate and represent UNESCO as relevant in partnerships at global level on gender and education.
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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 or equivalent degree) in the field of education, social sciences, human development, public administration, or a related field.

Work Experience

- Minimum 4 years of relevant working experience related to education and gender.
- Strong experience and background in gender analysis and mainstreaming in education.
- Strong experience in coordination and dealing with internal and external partners and networks in education, particularly in girls' and women's education.
- Development, implementation and evaluation of programs/projects related to education including results-based planning and budgeting.

Skills and competencies

- Strong sensitivity and adaptability in a multicultural environment.
- Strong analytical and problem-solving skills.
- Ability to work under pressure, respecting tight deadlines and delivering on the standards required.
- Excellent organizational and knowledge management skills.
- Knowledge of development issues and policies, as related to girls' and women's education.
- Good knowledge of results-based and budget management tools.

Languages

- Excellent knowledge of (both written and spoken) English or French, and good knowledge of the other language.
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Desirable qualifications

Education

- Specialization in gender and development issues.

Work Experience

- Specific professional and practical experiences in gender analysis and mainstreaming, and gender training.
- Previous experience with UNESCO and understanding of the organization, including its administrative procedures and financial process.
- Field experience.
- Previous experiences in other UN organization in the field of gender and/or girls' and women's education.
- Familiarities with global/regional networks and partnerships on girls' and women's education.

Skills and competencies

- Theoretical and technical knowledge on issues of gender and education.

Languages

- Knowledge of other UN official languages.
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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.

Assessment

An assessment exercise may be used in the evaluation of candidates.

How to apply

To apply, please send your application letter, UNESCO CV, in English to the Section of Education for Inclusion and Gender Equality in the Division for Education 2030 Support and Coordination (ED/ESC/IGE), UNESCO, 7 place de Fontenoy, 75007, Paris, France, or by email to gender.ed@unesco.org. Application files will have to reach UNESCO office before **26 June 2019** midnight (local time).

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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