

Title: PROJECT OFFICER
Domain: Education
Grade: P-3
Organizational Unit: UNESCO Officer Juba, Republic of South Sudan
Duty Station: Juba, Republic of South Sudan
Type of contract: Project Appointment
Annual salary: Approximately 93,963 USD
Duration: 1 year with possibility of extension depending on availability of funds and performance
Deadline (midnight, Juba time): 22 June 2019
Application to be sent to: j.recruitment@unesco.org (UNESCO CV Form to be used with a cover letter making reference to Post PA – Project Officer and Duty Station)

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

Overview of the functions of the post

UNESCO's Capacity Development for Education (CapED) programme is an extra-budgetary funding mechanism and programme approach with the objective to play a key role in contributing to capacity development of national stakeholders to implement and monitor Sustainable Development Goal 4 (SDG-4). The programme works with national counterparts to promote participatory nationally driven efforts to enhance capacities in planning processes, management functions, and organizational structures to improve educational quality and increase educational opportunities for all.

South Sudan is currently implementing the CapED programme with a focus on "Fostering Skills for Life and Work", with an emphasis on youth employment and entrepreneurship through technical and vocational education and training (TVET) for peacebuilding.

Under the overall authority of the Assistant Director-General for Education (ADG/ED), the immediate supervision of the Head of the UNESCO Juba Office and in close collaboration with the Unit for Capacity Development and Field support in the Division for Education 2030 Support and Coordination of the Education Sector, the incumbent will be responsible for the coordination and implementation of activities of the CapED programme in South Sudan. S/He shall directly collaborate in the overall planning, implementation, monitoring, reporting, evaluation and documentation of the programme. This includes the following functions, but not limited to:

- Provide clear technical advice in the field of TVET, in accordance with UNESCO Strategy for TVET (2016-2021)¹ and UNESCO revised Recommendation concerning TVET,² to relevant national stakeholders while planning, implementing, monitoring and evaluating activities, including policy documents, studies/assessments, developing terms of reference to find appropriate expertise, monitoring and reviewing consultants' work and enhancing knowledge management of the Programme's outputs.
- Manage and adjust as needed work plans to address identified gaps and priority areas through close collaboration with national and international counterparts, including with a view to support gender equality.
- Coordinate the implementation of the programme by supervising all administrative and budgetary aspects of the CapED programme in South Sudan and preparing budget revisions as necessary.
- Monitor the implementation of the work plan by ensuring (i) communication and mutual consultations in view of a perfect collaboration among all concerned stakeholders; and (ii) that activities are executed in due time and deliver outputs/products that directly contribute to the attainment of the objectives of the programme.

¹ <http://unesdoc.unesco.org/images/0024/002452/245239e.pdf>

² http://portal.unesco.org/en/ev.php-URL_ID=49355&URL_DO=DO_TOPIC&URL_SECTION=201.html

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- Prepare analytical and assessment reports and policy briefs as per CapED project workplan to support TVET, and education in general, provision in South Sudan, including preparing briefings and reports to donors and for internal use, particularly with a view to making strategic decisions and adding technical value and input to programme activities.
 - Organize and coordinate seminars, national conferences, consultation meetings and other capacity development activities for diverse target groups according to the approved programme document and work plan.
 - Liaise and collaborate with UNESCO's partners, including the Ministry of Education, UN agencies, inter-governmental organizations, donor organisations, development banks, academic institutions, civil society organisations (e.g. NGOs, private sector), etc. in order to ensure a high level of responsiveness and collaboration in UNESCO's technical assistance and the alignment of project activities with ongoing initiatives and national priorities.
 - Advocate for UNESCO, CapED Programme and TVET investment and contribute to resource mobilization efforts by way of identifying prospective donors, building and fostering relations and developing concept notes/proposals.
 - Increase the visibility of the Programme in cooperation with the CapED Communications Officer.
 - Support the Head of Office in the management of national and international consultants and staff within the project.
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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

Managerial Competencies

Driving and managing change
Strategic thinking
Making quality decisions
Building partnerships
Leading and empowering others
Managing performance

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Advanced university degree (Masters or equivalent) in education, social sciences, development studies or a related fields.

Work Experience

- Minimum 4 years of progressively responsible relevant work experience in education, education reforms or/and education in emergencies or related fields.

Skills and competencies

- Excellent communication skills, including writing and oral.
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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.

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- Strong analytical, problem solving and organizational skills.
 - Ability to work as part of an international team in a multicultural environment.
 - Capacity to build and manage education programmes.
 - Ability to interact with a wide range of high-level partners.
 - Good knowledge of capacity development concept.
 - Good funds raising and resource mobilisation skills.
 - Good IT skills, including knowledge of MS software (Word, Excel etc.).

Languages

- Excellent knowledge (both written and spoken) of English.

Desirable qualifications

Education

- PhD or Masters degree with specialization in education.

Work Experience

- Experience in TVET.
- Experience in programme planning, monitoring and evaluation in the context of UN system.
- Relevant experience working with education systems in Post-Conflict and Post-Disaster (PCPD) and/or with private sector.
- Experience in working with UN partners, Minister of Education, UN agencies, inter-governmental organizations, development banks, teacher education and higher education institutions, and civil society organisations on similar education projects.

Skills and competencies

- Ability to coordinate complex projects.
- Knowledge of UNESCO's education conventions and global priorities.

Languages

- Knowledge of Arabic

Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

To apply, please send your application letter and UNESCO CV in English to j.recruitment@unesco.org before midnight, on **22 June 2019** (Juba 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, pension plan and medical insurance. .

Please note that UNESCO is a no-smoking Organization.

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