

Title: Programme Specialist
Domain: SDG4/Learning Outcomes
Grade: P-3
Post Number: 1CAUIS0025PA
Organizational Unit: UNESCO Institute for Statistics, Learning Outcomes Section
Duty Station: Montreal, Canada
Type of contract: Project Appointment
Annual salary: USD 82 579
Deadline (*midnight, Paris time*): **14 June 2019**

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

Overview of the functions of the post

Under the overall administrative authority as well as direct supervision of the Director of the UNESCO Institute for Statistics (UIS), the Programme Officer (incumbent) shall assist in the coordination and implementation of UIS activities in the areas of learning outcomes, learning assessment, literacy, monitoring, and the global metric.

1. Coordinate the Gates Project;
 2. Contribute to the overall activities of the Learning Outcomes section through:
 - a) Funding proposals: Contribute to drafting of new funding proposals in the areas covered by Learning Outcomes. Follow-up on existing funding proposals, draft narrative reports and provide updates to partners.
 - b) Regional workshops and consultations: Organize regional workshops or consultation meetings, as required, helping to identify potential partners, managing meeting logistics and preparing documents, presentations, etc.
 - c) Budgets: prepare programme/project related budget.
 - d) Contribute to the implementation of the Catalogue of Learning Assessments
 - e) Consultancies: Draft consultant terms of reference (ToR), monitor timeliness, and qualitative aspects of deliverables.
 3. Contribute to the coordinating role of the DO in SDG4 in general and in particular to the effective functioning of the Technical Cooperation group to education 2030 and its regional expansion
 - a) Ensuring coordination with other programmatic areas within the UIS
 - b) Coordinating with regional organizations.
 4. Coordinate and contribute to the work of The Global Alliance to Monitor Learning (GAML):
 - a) Provide support to the implementation of an information sharing portal/webpage, gathering documentation for portal, and communication with partners.
 - b) Consolidate feedback from technical consultations with assessment experts.
 5. Perform any additional activities that may be required to ensure the success of the work team as assigned or as requested by the supervisor.
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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

[if a post at P-4 and above level]

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 in statistics or in a closely related numeric discipline (such as demography, economics or applied mathematics) or in the fields of social sciences with a substantial applied statistics component or equivalent professional qualification.

Work Experience

Four to seven years of relevant professional experience in learning outcomes related to assessment of learning skills - of which at least one year acquired at the international level within a UN or similar agency or in a government ministry preferred.

- Experience in educational statistics
- Experience in SDG4 measurement and reporting
- Experience in training and making oral presentations to targeted audiences.
- Experience working with developing countries and sound knowledge of issues related to assessment of learning outcomes is an asset.
- Experience with UNESCO's operations and administrative procedures as well as knowledge of the UN System would be an asset.
- Experience working in the area of Learning Outcomes (LO) or closely related field would be an asset.

Skills and competencies

- Demonstrated oral and written communication skills, including strong drafting skills.
- Good organizational and time management skills.
- Ability to collect, synthesize and analyse information from various sources.
- Ability to maintain effective working relations within a multi-cultural environment and to work effectively within a team, under tight time constraints.

Languages

Excellent knowledge of English; A very good working knowledge of French would be an asset

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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Desirable qualifications

Work Experience

A minimum of two years' experience at international level.

Languages

A good knowledge of French or knowledge of another UNESCO official language (Arabic, Chinese, Russian or Spanish).

Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

To apply, please send your application letter, UNESCO CV (CV Form to be used) and a list of 3 references (name, title, organization, address, telephone, email, including at least one current or former direct supervisor), by email: uis.recruitment@unesco.org, mentioning FAMILY NAME PA25 LO (e.g. SMITH PA25 LO).

Application files will have to reach UNESCO Headquarters before **14 June 2019** midnight (Paris 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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