

VACANCY NOTICE

Post Title: PROJECT ADMINISTRATIVE AND TECHNICAL ASSISTANT

Project: Youth empowerment through Technical and Vocational Education and Training (TVET) in The Gambia

Grade: SB3/1

Monthly gross remuneration (APPROX): 49 600 Gambian Dalasi

Type of Contract: Service Contract

Duration: 1 year, with possibility of extension depending on availability of funds, performance and duration of the project

Organizational unit: UNESCO Regional Multi-sectoral Office for West Africa-Sahel

Duty Station: Banjul, The Gambia

Deadline of Application: June 30, 2019

Background

The UNESCO Regional Office for West Africa-Sahel (UNESCO Dakar) represents UNESCO in seven West African countries in all UNESCO's fields of competence. The mission of UNESCO Dakar in education is to support countries in strengthening their education and learning systems in pursuit of SDG4 as well as the education-related targets of other SDGs, in congruence with the African Union's Agenda 2063 and the Continental Education Strategy for Africa (CESA-2016-2025). UNESCO Dakar supports countries in rethinking and re-imagining education and training for all, contributing to peaceful, sustainable and healthy societies. It intervenes at all levels and learning pathways, from early childhood to higher education including technical and vocational education and training, youth and adult literacy, and through formal, non-formal and informal education and learning.

As part of its education programme and in line with the UNESCO TVET Strategy (2016-2021), UNESCO in partnership with the Republic of Korea (through KOICA) has set up a four-year project titled "Youth empowerment through Technical and Vocational Education and Training (TVET) in The Gambia" in order to improve the employability of youth. It will contribute to the development of sustainable, affordable, accessible, relevant and quality Technical and Vocational Education and Training (TVET) in The Gambia.

UNESCO Dakar will assume the coordination of the implementation of the project. The project coordinator (the UNESCO TVET Programme specialist) of the project based in Dakar is looking for a qualified, experienced and motivated expert who will assist the Deputy Project Coordinator in the daily management of the implementation and evaluation of the project.

Duties and Responsibilities

Under the overall authority of the Director of UNESCO Dakar and the Chief of the Education sector, the TVET Programme specialist (the Project Coordinator), Project Assistant and the direct supervision of the Deputy Project Coordinator in close collaboration with the NATCOM for UNESCO, the Project Administrative and Technical Assistant will support the local coordination of the implementation of the overall activities related to the project. He/she will be responsible for supporting the daily management of all activities to be carried out within the framework of the project. He/she will support the Project Office in the Gambia in achieving all expected outcomes in line with the relevant documents.

He/she will support the Deputy Project Coordinator in all administrative and accounting responsibilities of the TVET Project Office in The Gambia. He/she should be competent in project, management including accounting and financial management and coordination of partner activities. He/she will assume the following duties:

- Support the drafting of terms of reference, contract management, provide inputs regarding planned activities and outcomes of the project;
- Provide support in the maintaining the regular relationships with counterparts and stakeholders –(Ministries, TVET providers, Regional and local authorities, private sector;
- Provide support in the coordination of project events –meetings, workshops, monitoring visits, etc.;
- Ensure the effective accounting and financial management of the project through reviewing and reconciling requests, invoices, and financial reports in line with the stipulated documents and making follow-ups related to these;
- Support the preparation of budgets and financial progress reports in accordance with the Project Document;
- Carry out administrative duties such as maintaining computer and manual filing systems, generating reports, etc.;
- Any other duties assigned by the supervisors.

Required Qualifications

- Advanced University Degree (master or equivalent) in Project Management, accounting, management in education or related field;
- Preferably 2 or more years of relevant professional experience (project management, accounting, education management or relevant sectors);
- Experience in procurements and working with stakeholders, including development partners;
- IT skills including general MS Office and excellent Excel skills;
- Excellent communication (written and verbal) and interpersonal skills in English. French is an added advantage.

Skills/Competencies

- Accounting skills and project management, monitoring and evaluation;
- Teamwork;
- Excellent written and oral communication skills, including drafting skills;
- IT skills, including excellent knowledge of MS Word and Excel;
- Strong organizational and planning skills.

HOW TO APPLY

Interested candidates should submit their application, including motivation letter and curriculum vitae, by email to UNESCO Dakar Office (recruitment.breda@unesco.org) by June 30, 2019 at the latest, mentioning in the Subject “UNESCO-KOICA/TVET GAMBIA-PROJECT ADMINISTRATIVE AND TECHNICAL ASSISTANT”.

NB: Only shortlisted candidates will be contacted.