



United Nations
Educational, Scientific and
Cultural Organization

UNESCO Office, Jakarta

Regional Science Bureau for Asia and the Pacific
Office of the UNESCO Representative to Brunei Darussalam, Indonesia,
Malaysia, the Philippines and Timor-Leste

Ref. JAK/QUO/19/SC/PCB/036

Title: Project assistant for Science and Mathematics Basic Education project.

Type of Contract: Service contract

Level: SC-5

Duration: 12 months with 4 months' probation

Starting date: 16 December 2019 (TBC)

Duty station: UNESCO Dili Antenna Office, Timor-Leste

I. Background and objective

With the generous support of the Japanese government, UNESCO will be implementing a project entitled "Strengthening Science and Mathematics Basic Education through Scientific Community Engagement in Timor-Leste". The overall objective of this project is to improve the Mathematics and Science education at the basic level (first and second cycles) in order to enable the educational system and scientific community of Timor-Leste to fulfil its goal. In the long term, the project aims in providing lifelong opportunities and enabling Timorese people to reach their full potential. In order to achieve this objective, a design thinking evidence-based educational best practices for the Mathematics and Science basic (first and second Cycles) education from the region will be shared through the delivery of four major components:

- 1) Establishment and appointment of national steering committee composed of representatives from Ministry of Education, Youth and Sports relevant offices and scientific community.
- 2) Enhancement of curriculum materials for science and mathematics subjects for basic education (first and second Cycles).
- 3) Capacity building of master trainers and continuing professional education of science and mathematics basic education teachers involving science community from UNESCO programmes.
- 4) Documenting and drafting of best practices guidelines on the engagement of scientific community for the enhancement of science and mathematics basic education.

II. Purpose of the Assignment

The project assistant will under the following activities under the supervision of Programme Specialist of Science Policy and Capacity Building:

- 1) Facilitating the communication between different partners regarding technical aspects to ensure the progress and smooth implementation of the project;
- 2) Facilitating contact with Timorese institutions and partners, and provide reports and information to them in a timely manner at their request;
- 3) Reviewing reports submitted by the implementing partners upon request from Project Leader, and providing technical analysis for discussion.

III. Duties and Expected Output

Under the authority of the Director of UNESCO Office, Jakarta, and direct supervision of Programme Specialist of Science Policy and Capacity Building, who is also the Project Leader, the Project Assistant will support the implementation of the project "Strengthening Science and Mathematics Basic Education through Scientific Community Engagement in Timor-Leste", here after referred as "the Project". To this end, the incumbent shall:

1. Assist in day-to-day coordination of the project/activity implementation as assigned by the Project Leader. This will include correspondence and information sharing with counterparts as well as ensuring that appropriate follow-up actions are taken;
2. Provide administrative and logistic support in the preparation and organization of project activities such as technical meetings, conferences, and seminars, organize the necessary logistic arrangement for the attendance of

- (resource persons/trainers and) participants to the project's events/activities;
3. Monitor on a regular basis, the progress of the project and notify the supervisor about any issues that may be hampering its implementation;
 4. Monitor and collect on a daily basis, the local media coverage of the project as well as news concerning STEM education related issues in the country;
 5. Provide assistance with administrative matters related to the implementation of the projects, and ensure that all operations under the projects such as contracts, reporting and financial disbursements are in line with UNESCO's administrative rules and regulations;
 6. Draft reports related to PCB unit's activities in Timor-Leste including media coverage, create and maintain a systematic filing and reference system, draft background documents on assigned subjects in consultation with supervisor;
 7. Maintain a systematic file of contracts and timelines and take responsibility for initiating appropriate actions to ensure timely compliance of the deliverables;
 8. Assist in preparing evaluation reports of project/activities and preparation of annual reports;
 9. When needed, prepare informal translations and act as interpreter (English/Tetum);
 10. Undertake any other related official assignments as requested by the Director of UNESCO Office, Jakarta and Project Leader.

IV. Qualification

- **Minimum Secondary or Technical and Vocational school in science and/or mathematics, basic education/sustainability science related fields;**
- **At least 5 years or more experience in administrative and project management;**
- Previous engagement with United Nations agencies, international non-governmental organizations, or similar entities will be an advantage;
- Extensive working experience, particularly with bilateral and multilateral donor agencies and NGOs covering Asia and the Pacific;
- Proficiency in written and spoken English, Tetum;
- Ability in working knowledge of Japanese would be an asset.

V. Working conditions and schedule

- Based in UNESCO Dili Antenna Office;
- Working hours shall be the normal working hours of the duty station (40 hrs/week, Mondays to Fridays).
- **2.5 days annual leave / working month.**

VI. Application procedure

- All applications in English, with the most recent Curriculum Vitae and [UNESCO Personnel History \(P-11 form\)](#), and a nonreturnable passport-size photo should be sent to the Finance and Administrative Officer, UNESCO Jakarta, and received by **COB 1 December 2019**, to one of the following with subject the "**Project Assistant for UNESCO PCB Unit-Dili**".
 - by mail for hard-copy:
UNESCO Office in Jakarta
Jalan Galuh (II) No. 5
Jakarta 12110
 - By email to recruitment.jakarta@unesco.org
- Only short-listed candidates will be contacted and no telephone enquiries will be accepted.