

**Title: National Project Coordinator**

**Domain: TVET**

**Grade: NOB**

**Post Number: 6ETED 0007PA**

**Organizational Unit: UNESCO REGIONAL OFFICE FOR EASTER AFRICA**

**Duty Station: UNESCO Addis Ababa Liaison Office**

**Type of contract: Project Appointment**

**Duration of Contract: 1 year with possibility of an extension depending on availability of funds and performance**

**Annual salary: USD 21, 000.00**

**Deadline (*midnight, local time*): 14 October 2019**

**Recruitment open to: Ethiopian Nationals (Internal & External Candidates)**

### OVERVIEW OF THE FUNCTIONS OF THE POST

The mission of UNESCO Addis Ababa is to contribute to sustainable human development in a culture of peace underpinned by tolerance, democracy and human rights through programs and projects in UNESCO's fields of competence: Education, Natural Sciences, Human and Social Sciences, Culture and Communication and Information.

The UNESCO Addis Ababa office comprises the Liaison office with African Union Commission (AUC) and the United Nations Economic Commission for Africa (UNECA) and the National Office for Ethiopia, under the Nairobi Multi-sectoral regional office, covering the East Africa region.

The international community has set an ambitious 2030 Agenda for Sustainable Development. It calls for an integrated approach to development. Education and training are central to the achievement of the 2030 Agenda. The vision of the Incheon Declaration about Education 2030 is fully captured by Sustainable Development Goal 4 "Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all". Education 2030 devotes considerable attention to technical and vocational skills development, specifically regarding access to affordable quality Technical and Vocational Education and Training (TVET); acquisition of technical and vocational skills for employment, decent work and entrepreneurship; elimination of gender disparity and ensuring access of the vulnerable - see also SDG 8 "Promote inclusive and sustainable economic growth, employment and decent work for all".

As part of its programmes for TVET, UNESCO is advocating for increased support for TVET in Member State, particularly those in Africa. Since 2011, UNESCO, with the support of the Republic of Korea (RoK), has been implementing the Better Education for Africa's Rise (BEAR) project in SADC.

Joint efforts between UNESCO and the Government of the Republic of Korea will now be expanded through the implementation BEAR II to support five new beneficiary countries in Eastern Africa: Ethiopia, Kenya, Madagascar, Tanzania, and Uganda. This project will support these countries in their efforts to reform and develop their TVET Systems, while benefitting from knowledge and experience gained under BEAR I. Expanding the project to the Eastern Africa region will also contribute to addressing challenges including:

- Relevance of TVET programmes to industry and the labour market
- Quality of TVET
- Perception of TVET

This project will also support the implementation of the Mahe process, which aims at strengthening TVET in Eastern Africa region as approved by the 13 member states in a regional forum in March 2016.

Through its regional office for Eastern Africa in Nairobi and its country office in Ethiopia, UNESCO has built close relationships with the government of Ethiopia in support of ongoing UNESCO programmes and projects.

Under the overall authority of the Director of UNESCO Addis Ababa Liaison Office and the direct supervision of Education Programme Specialist, the incumbent shall contribute to the daily coordination of the BEAR II project support to TVET in the country.

### **Duties & Responsibilities:**

1. Participate in organizing the detailed operational plan and coordinating the implementation of the project in compliance with the project specific objectives, activities and expected output by:
  - Ensuring a quality achievement of the programme outputs in line with UNESCO qualitative standards and BEAR II results matrix;
  - Designing a detailed work plan and regular monitoring of the implementation as well budget monitoring;
  - Identifying project implementation partners and providers of goods and services;
  - Drafting terms of reference of contracts;
  - Following-up on the implementation of the contracts, assessing the quality of services provided and requesting disbursement of funds.
2. Engage the monitoring and evaluation of project implementation and the reporting on project activities by:
  - Contributing to monitoring and evaluating project activities, reporting on progress and suggesting updates of the project log frame;
  - Presenting aggregate strategic analysis on project performance based on commitment of indicators and implementation of activities as well as output delivery;
  - Regularly monitoring the financial status of the project and promptly developing budget revision if needed;
  - Regularly conducting meetings of the project steering, preparing minutes of meetings and action plans with clear responsibility and timeframe;
  - Conducting periodic project reviews with government counterparts and other partners recording the results of the review meetings in minutes and action plans;
  - Preparing reports on project activities for UNESCO, the donor and partners;
  - Providing content on major project's achievements and steps in project implementation for UNESCO's public information services to increase the visibility of UNESCO;
  - Fostering exchanges of information, experience, identifying new strategies of action to improve delivery of services and to achieve the project requirements and objectives.
3. Liaise with government, national stakeholders, and international stakeholders by:
  - Ensuring project alignment with government reforms in TVET and its sectoral priorities;
  - Identifying relevant institutions and ensuring their engagement in project's activities;
  - Ensuring capacity development of national stakeholders in all activities at individual, organizational and system levels;
  - Mobilizing UNESCO's entities in support of the government reforms including UNESCO-HQ, UNESCO Institutes and UNESCO-UNEVOC network;
  - Sharing international experiences and facilitating access information, knowledge and good practices;
  - Setting-up mechanisms and actions to ensure sustainability of project's outputs
  - Maintaining regular relations with national counterparts and key stakeholders (Ministries, TVET providers, regional and local authorities, etc.)
  - Establishing relationship and collaboration with employers and their representatives (Federations and Chambers), to foster their active participation as key stakeholders in the project implementation.
4. Ensure communication and visibility by:
  - Preparing the project visibility plan and ensuring its implementation
  - Preparing technical briefs/status updates on the project for wider dissemination

*UNESCO is committed to promote geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are equally encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's geographical mobility policy.*

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- Organizing communication events (seminars and workshops) and liaising with local and international media
5. Any other tasks as required by the Head of office.

## Competencies

A successful candidate will be required to demonstrate the following competencies:

### **Core Competencies**

- Accountability
- Communication
- Teamwork
- Innovation
- Result focus
- Planning and organizing
- Knowledge sharing and continuous improvement

For detailed information, please consult the UNESCO Competency Framework: [https://en.unesco.org/sites/default/files/competency\\_framework\\_e.pdf?language=en](https://en.unesco.org/sites/default/files/competency_framework_e.pdf?language=en)

## **REQUIRED QUALIFICATIONS**

### ***EDUCATION:***

University Degree (Master's Degree OR Equivalent) in the field of education or related field.

### ***WORK EXPERIENCE:***

At least 2 years of relevant work experience in field of education, programme coordination and management, preferably related to TVET.

Experience in the work of UNESCO and other UN system Organization is considered an advantage

### ***SKILLS/COMPETENCIES:***

- Experience in team building and management of education programmes
- Experience in working with government partners and high-level development partners and international/national non-governmental organization.
- Ability to work in result oriented teams.
- Familiarity or ability to quickly learn UNESCO relevant procedures;
- Technical writing skills on issues related to communication/information and education activities
- Strong strategic, analytical and communication skills
- Ability to multi-task, prioritize and deliver to deadlines
- Good computer and other IT skills including, excellent skills in MS office. Flexibility to adjust work schedules and priorities

### ***LANGUAGES:***

Very good communication (oral and written) skills in English.

Fluency in at least one of the local languages.

### ***ASSESSMENT:***

A written test may be used in the evaluation of shortlisted candidates.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries are calculated in US dollars but paid in local currency. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan. More details can be found on the [ICSC Website](#) Please note that UNESCO is a non-smoking Organization.

## **HOW TO APPLY**

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Interested candidates should submit their application letter and CV in English to UNESCO Liaison Office, Addis Ababa email address: [aa.recruitment@unesco.org](mailto:aa.recruitment@unesco.org) using [UNESCO CV](#). The deadline is 14 October 2019 at midnight (local time).

Please note that only shortlisted candidates will be contacted.

Candidates who had previously applied are encouraged to resubmit their applications

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