

Vacancy Announcement

Innovation and Future of TVET Programme Officer (TVöD 15)

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training in Bonn is looking for a Programme Officer to lead activities and projects related to its 'Innovation and Future of TVET' programme.

Title of post: Innovation and Future of TVET Programme Officer

Publication Date: 7 June 2023

Deadline for application: 18 June 2023

Duty station: Bonn, Germany

Preferred starting date: as soon as possible

Payment: The salary for this post is based on TVöD grade 15 (<https://oeffentlicher-dienst.info/c/t/rechner/tvoed/bund?id=tvoed-bund-2022&matrix=1>). The monthly net salary will range from EUR 4,500 to EUR 4,750, subject to years of relevant experience. The salary is exempt from local taxation. Social security payments are included in the gross salary (pension fund, health insurance, unemployment insurance, etc.).

Background

The UNESCO-UNEVOC International Centre assists UNESCO Member States to achieve high quality, relevant, lifelong, and cost-effective technical and vocational education and training (TVET) for all. It collaborates with UNESCO Headquarters, UNESCO Institutes/Centres and Field Offices, and works in close partnership with other international and national agencies in the field of TVET. UNESCO-UNEVOC is the main hub of the global UNEVOC Network of TVET institutions in UNESCO Member States.

TVET is a key component of lifelong learning that equips learners with the knowledge, skills and competences required for the world of work. TVET also contributes to social inclusion, economic development, and environmental sustainability. However, TVET faces many challenges in the context of rapid technological change, globalization, demographic shifts, and environmental crises. To address these challenges, TVET needs to innovate and transform itself to meet the current and future needs of learners, employers, and society.

Roles and responsibilities

UNESCO-UNEVOC is hiring an Innovation and Future of TVET (IFT) Programme Officer and Team Leader. The main roles of the Programme Officer are:

- 1) Manage, lead and provide oversight of UNESCO-UNEVOC's work on the thematic area 'Digital transformation in TVET'.
- 2) Provide expert advice and guidance to UNESCO-UNEVOC's 'Bridging Innovation and Learning in TVET' (BILT) project.
- 3) Design and implement capacity building projects for TVET practitioners.
- 4) Act as Regional Focal Point for the European and North American members of the global UNEVOC Network of TVET institutions (comprising ministries, national bodies, training providers, and research institutions).

For more information on each project area and the respective activities and outputs refer to the UNESCO-UNEVOC website:

- [Digital Transformation in TVET](#)
- [Bridging Innovation and Learning in TVET](#)
- [UNEVOC Network](#)

Terms of Reference: IFT Programme Officer (TVöD 15)

Under the supervision of the Head of UNESCO-UNEVOC, the Programme Officer/Team Leader Innovation and Future of TVET will lead activities for a range of projects. Tasks include, inter alia:

- Lead the Innovation and Future of TVET (IFT) team, provide strategic direction, manage the planning and implementation of projects, and provide support and coaching.
- Review and analyse the latest labour market trends, skills demand, and the provision and delivery of technical and vocational education and training (TVET), with an emphasis on technological innovation, digitalization, and recent developments such as artificial intelligence.
- Conduct independent research and foresight analysis on the trends and drivers affecting TVET in the coming years, identify emerging opportunities and challenges for TVET, and propose innovative solutions and strategies for enhancing the relevance, quality, and impact of TVET.
- Advise the Head of UNESCO-UNEVOC and provide input towards strategic decisions.
- Manage the administrative operation of projects, including budget oversight, target setting, results-based management, and reporting.
- Develop and manage partnerships with national and international stakeholders in TVET and skills development (in the public and private sectors) to design and implement joint activities and to provide advice and guidance on pertinent issues in TVET.
- Seek opportunities to raise extra-budgetary funds to sustain and expand the activities of UNESCO-UNEVOC.
- Represent UNESCO-UNEVOC in consultative committees and expert groups related to TVET and the labour market.
- Act as Regional Focal Point for the Europe and North America region of the UNEVOC Network and maintain a close working relationship with the members of the Network.

- Carry out any other tasks assigned by the Head of UNESCO-UNEVOC.

Requirements for the post

Experience

- At least 7 years' experience in TVET, preferably internationally, and knowledge of TVET systems and important themes and trends.
- At least 7 years' experience in team leadership in a multicultural environment with internal staff and external contractors.
- At least 7 years' experience in project management, including project design, implementation, and monitoring and evaluation.

Skills and competencies

- Ability to lead a diverse and multicultural team.
- Ability to build and manage relationships with other international organizations working in TVET and to coordinate with external partners.
- Excellent analytical, writing, and communication skills, including presentation skills.
- Ability to work independently and to adjust and adapt to changing demands.
- Ability to manage and meet tight and conflicting deadlines.

Language

- Must have an excellent command of English, orally and in writing.
- Working knowledge of another UN language (Arabic, Chinese, French, Russian, or Spanish) is desirable.

Education

- University degree (master's or higher) in education, international relations, labour market studies, development studies, public policy, or a related area.

Application

Please send your full application, including your CV and a completed P11 form (http://www.unevoc.unesco.org/fileadmin/user_upload/docs/P11.doc), as well as your letter of motivation by email to unevoc.hr@unesco.org.

Closing date for applications: 18 June 2023.

UNESCO is a non-smoking organization.

UNESCO-UNEVOC reserves the right to conduct a test as part of the recruitment process.