

**Title:** Project Manager  
**Domain:** Education Sector (ED)  
**Grade:** P4  
**Organizational Unit:** UNESCO Iraq Office  
**Primary Location:** Baghdad, Iraq  
**Type of contract:** Project Appointment  
**Post number:** 5IQED0009PA  
**Deadline** (*midnight, Paris time*) 30/11/2014  
**Annual Salary:** 98900 USD approx.  
**Duration:** One year  
**Application to be sent to:** [rio@unesco.org](mailto:rio@unesco.org)

## Overview of the functions of the post

### I. Background

UNESCO's strategy for technical and vocational education and training (TVET) aims at providing assistance to Member States to transform their TVET systems and practices with focused actions in three core areas: (i) provision of upstream policy advice and related capacity development in the field of TVET; (ii) conceptual clarification of skills development and improvement of monitoring; and (iii) acting as a clearinghouse and informing the global TVET debate.

In this context, UNESCO is implementing several TVET programmes at global and country levels including the EU-funded project "Reforming technical and vocational education and training in Iraq". The overall objective of the project is to make TVET a key driver for Iraq's economic development by increasing the competitiveness and relevance of TVET in line with the international standards so that it can deliver quality education to young people to prepare them for wage and self-employment.

### II. Duties and requirements

Under the overall authority of the Director of UNESCO Office for Iraq /UNESCO Representative to Iraq, and the direct supervision of the Coordinator of the Education Section of the UNESCO Office for Iraq, the incumbent will be responsible for the management and implementation of the EU-funded project "Reforming technical and vocational education and training (TVET) in Iraq", including the management of the project team. The incumbent will carry out the following:

1. Coordinate the implementation of the project in compliance with the project specific objectives, activities and expected outputs by:
  - a) Ensuring a quality achievement of the programme outputs in line with UNESCO qualitative standards and donor's rules and regulations;
  - b) Designing a detailed work and activities plan and regularly monitoring its implementation;
  - c) Preparing a plan for the procurement of goods and services and regularly monitoring its implementation;
  - d) Identifying project implementation partners and providers of goods and services;
  - e) Drafting terms of reference of contracts;

- f) Following-up on the implementation of the contracts, assessing the quality of services provided and requesting disbursement of funds;
  - g) Building synergies with other projects and activities of the UNESCO Office for Iraq.
2. Ensure the monitoring and evaluation of project implementation and the reporting on project activities by:
    - a) Contributing to monitoring and evaluating project activities, reporting on progress and suggesting updates of the project log frame
    - b) Developing supplementary tools to support the available “office template reporting format” towards improved reporting for results.
    - c) Recalibrating self-reported and evaluation information feeding into the results reporting using feedback mechanism with government counterpart, donor, and the Education Sector;
    - d) Presenting aggregate strategic analysis on project performance based on commitment of indicators and implementation of activities as well as output delivery
    - e) Regularly monitoring the financial status of the project and promptly developing budget revision if needed;
    - f) Regularly conducting meetings of the project steering and technical committees, preparing minutes of meetings and action plans with clear responsibility and timeframe;
    - g) Conducting periodic project reviews with government counterparts and other partners recording the results of the review meetings in minutes and action plans;
    - h) Preparing reports on project activities for UNESCO, the donor and partners;
    - i) Providing content on major project’s achievements and steps in project implementation for UNESCO’s public information services to increase the visibility of UNESCO and the donor.
    - j) Fostering exchanges of information, experience, identifying new strategies of action to improve delivery of services and to achieve the project requirements and objectives;
    - k) Supervising and providing leadership, guidance and direction for the project team through periodic meetings and other relevant measures.
  3. Liaise with government, national stakeholders and international stakeholders by:
    - a) Ensuring project alignment with Government reforms in TVET and its sectoral priorities;
    - b) Identifying relevant institutions and ensuring their engagement in project’s activities;
    - c) Ensuring capacity development of national stakeholders in all activities at individual, organizational and system levels;
    - d) Mobilizing UNESCO’s entities in support of the Government reforms including UNESCO-HQ, UNESCO Institutes and UNESCO-UNEVOC network;
    - e) Sharing international experiences and facilitating access to information, knowledge and good practices;
    - f) Setting-up mechanisms and actions to ensure sustainability of project’s outputs
    - g) Maintaining regular relations with national counterparts and key stakeholders (Ministries, TVET providers, regional and local authorities, etc.);
    - h) Establishing relationship and collaboration with employers and their representatives (Federations and Chambers), to foster their active participation as key stakeholders in the project implementation;
    - i) Technically supporting the participation of UNESCO Office for Iraq in the relevant UNDAF working groups for which TVET is one of the thematic area;
    - j) Running regular meeting with other key actors operating in the TVET and employment sector to build synergies and avoid duplications.
  4. Ensure communication and visibility by:
    - a) Preparing the project visibility plan and ensuring its implementation;

- b) Preparing technical briefs/status updates on the project for wider dissemination
- c) Organizing communication events (seminars and workshops) and liaising with local and international media.

5. Carry out other activities as requested by his/her supervisors.

## Required qualifications

### **EDUCATION**

- Advanced university degree (equivalent to Master) in the field of education or social sciences or equivalent professional qualification.

### **WORK EXPERIENCE**

- 7 to 10 years of progressively responsible experience in the field of education, of which preferably 3 to 5 years acquired at the international level.

### **SKILLS/COMPETENCIES**

- Excellent understanding of all aspects of modern TVET.
- Experience in supporting TVET reforms and large TVET programmes.
- Excellent project implementation skills.
- Supervisory and managerial skills, capable of leading a team of professionals.
- Capable of making technically sound decisions on all aspects of project implementation.
- Capable of providing upstream policy advice at highest levels
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the Organization.

### **LANGUAGES**

- Excellent knowledge of English and working knowledge of French.

## Desirable qualifications

### **EDUCATION**

- Specialization in technical and vocational education and training.

### **WORK EXPERIENCE**

- Work experience in a conflict/post-conflict country
- Working experience in the Arab region is an asset.

### **SKILLS/COMPETENCIES**

- Good political judgment with the ability to negotiate at the decision-making level.
- Knowledge of programming policies and procedures in international development cooperation, in particular in the UN.
- Office management skills and knowledge of accountancy principles to maintain financial records.
- Advanced IT skills.

## LANGUAGES

- Knowledge of another official language (Arabic) of the Organization would be an asset.

## Benefits and entitlements

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and 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 on [the ICSC Web site](#).

Please note that UNESCO is a non-smoking organization.

## How to Apply

To apply, please send your up-dated CV and UN P-11 form, together with a cover letter, by email to [rio@unesco.org](mailto:rio@unesco.org). Please label the subject line "Project Manager, TVET" (P-4). The deadline is 30 November 2014 at midnight (Paris time). **The appointment is contingent on the availability of funding.**

***UNESCO does not charge a fee at any stage of the recruitment process.***