

Title: Senior Project Officer
Domain: Innovation and Leadership in Curriculum, Learning and Assessment
Grade: P5
Post Number: 1CHED0604IB
Organizational Unit: International Bureau of Education (IBE)
Duty Station: Geneva, Switzerland
Type of contract: Project Appointment
Duration of Contract: 1 year, with possibility of extension subject to availability of funds and satisfactory performance
Annual salary: Approx. 144 026 USD
Deadline (*midnight, Paris time*): **4 December 2018**
Applications to be sent to: administration@ibe.unesco.org (UNESCO CV with a cover letter)

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

In 2014, the International Bureau of Education included Innovation and Leadership in Curriculum and Learning as one of the priorities for its medium term program (2015—2021). This program area mostly addresses the global Norms and Standard Setting and the Capacity Builder Functions of IBE. In operational terms, work under this program area includes the articulation of normative and standard setting documents on curriculum which Member States can use as reference points when they review and renew their curricula. This program area also includes the development of Member States' capacity to design, develop, and implement curricula that can support equity, quality, and development-relevance of education and learning systems. The program areas employs three key approaches to capacity building: direct training, technical assistance, and skills transfer. All initiatives under this program area adopt a futuristic approach, and seeks to guide to future of curriculum, learning and assessment within the 21st century, taking cognizance of Industry 4.0, SDG4 and the global education agenda 2030.

The IBE requires a highly qualified and experienced expert and manager to lead this expanding program of work. Under the direct supervision of the Director of the IBE, the incumbent of this position will perform the following duties:

- Lead the design, development and implementation of programs (including work plans) that fall under this core program as well as timely monitoring and reporting on implementation progress and impact;
- Lead the timely provision of high-quality technical assistance to Member States on all matters relating to this core program and ensuring evidence-based impact of such assistance;
- Manage and quality assure overall program delivery in terms of quality, cost-effectiveness and timeliness, and identify opportunities for the further development of capacity building initiatives, including expansion of services to new countries and regions;
- As a member of the IBE leadership team, optimally contribute to the shaping of the future vision, strategy and operations of the Bureau including the recruitment, development, management and retention of staff, resource mobilization, nurturing partnerships, and effective representation;
- Additional activities that may be required to ensure the success of the work team.
- As a member of the IBE leadership team, optimally contribute to all aspects of organizational and institutional development including shaping of the future vision, strategies, operations, recruitment, staff development and retention, and resource mobilization.

Competencies

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

Core Competencies

Accountability

Communication

Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

Managerial Competencies

Driving and managing change
Strategic thinking
Making quality decisions
Building partnerships
Leading and empowering others
Managing performance

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

Advanced university degree (PhD or equivalent) in integrated curriculum design, development and implementation

Work Experience

- At least 10 years of progressive responsible relevant experience in education and curriculum design, development, and implementation at national and international levels;
- Extensive research and publications in areas of expertise;
- Extensive experience in academia or international civil service in curriculum design, development, and implementation
- Extensive experience in designing and managing graduate level training programs in curriculum design, development, and implementation
- Solid experience in programme and project design and development, and proven ability to translate priorities into program delivery;
- Proven experience in resource mobilization and management.

Skills and competencies

- Ability to provide leadership and guidance, including the design of relevant strategies and policies;
- Demonstrated management skills;
- Demonstrated analytical, technical, and professional writing skills
- Proven conceptual, analytical, technical, and operational competence in the field of curriculum design, development and implementation, including the ability to provide policy advice and facilitate policy dialogue among diverse stakeholders;
- Ability to build, develop and maintain partnerships;
- Excellent written and oral communication skills;
- Good IT skills, including knowledge of Microsoft Office software;

Languages

Excellent/very good knowledge of English or French, and good knowledge of the other working language (French or English).

Desirable qualifications

Work Experience

- Specific knowledge and high-level expertise in the field of curriculum and the management of regional/sub-regional capacity development programs;
- Proven experience in team management and supervision, and task management;

Skills and competencies

- Proven ability to lead and motivate team and staff members and to maintain effective working relationship in a multicultural and multilingual environment;

Languages

Working knowledge of Arabic.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

Assessment

An assessment exercise may be used in the evaluation of candidates

Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as 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 can be found on the [ICSC Website](#).

How to apply

To apply, please send your letter, UNESCO CV (CV Format to be used) in English to the International Bureau of Education (IBE), Administrative Unit, C.P. 199, 1211 Genève 20 / or by email administration@ibe.unesco.org before **4 December 2018** midnight (Geneva time).

Please note that UNESCO is a no-smoking Organization.

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