



Title: Programme Specialist
Domain: Technical Cooperation
Grade: P-3
Post Number: IEP/PA/098
Organizational Unit: UNESCO International Institute for Educational Planning (IIEP)
Duty Location: Paris, France
Type of contract: Project Appointment
Length: 1 year with possibility of extension subject to availability of funds and satisfactory performance.
Annual salary: **USD 60 233** net annual base salary plus annual variable post adjustment of **USD 26 382**
Deadline (midnight, Paris time): **03 October 2019**
Applications to be sent to: Email : pspa098@iiep.unesco.org

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

Organizational Setting

As the only specialized organization with the mandate to support educational policy, planning and management, the UNESCO International Institute for Educational Planning (IIEP) plays a unique role within the United Nations system. IIEP was established in 1963 as an integral part of UNESCO. It supports ministries of education around the world and other key actors to plan and manage education systems through its programmes of training, technical assistance, policy research and knowledge sharing. IIEP also includes the IIEP Pole de Dakar and Buenos Aires Offices.

The Technical Cooperation Team designs and implements programs and projects in response to requests by Member States for support and advice in educational planning and management. These programs and projects focus on strengthening capacities of educational administrations through collaboration, technical workshops, and formal training programs. The team also undertakes research and participates in IIEP's regular training programs. Many of the team's activities take place in contexts affected by crises.

For further information on our Technical Cooperation programmes please go to <http://www.iiep.unesco.org/en/our-expertise/technical-cooperation>

Overview of the functions of the post

Under the overall authority of the Director of IIEP, the direct supervision of the Head of the Technical Cooperation Team, and within the framework of the Institute's Medium-Term Strategy (MTS), the incumbent works in a collaborative team environment to achieve the following objectives:

1. Design technical cooperation projects and programmes:

- Prepare detailed project or programme proposals, usually in response to requests by Member States or their development partners.
- Ensure that these projects or programmes fit with IIEP's MTS, that, where relevant, they build upon previous interventions, and that they are coordinated with other ongoing or planned activities.
- Participate in discussions and negotiations with national and international partners.

2. Manage and implement technical cooperation projects, including in the area of crisis-sensitive planning, in collaboration with colleagues:

- Plan the implementation of projects.
- Prepare and carry out technical cooperation missions.
- Prepare and facilitate specific training workshops.
- Provide advice and guidance to technical staff in Member States.
- Provide technical guidance and support to members of the project/programme team, including consultants.
- Liaise and coordinate with national and international partners.

3. Participate in monitoring and evaluation of IIEP's work:

- Develop appropriate monitoring and evaluation approaches for technical cooperation projects and programs
- Monitor the implementation of specific projects, including through tracking results, and preparing reports.
- Guide internal and external evaluations for selected projects and programmes.

4. Design and organize training programs and courses:

- Design new training programs and courses and participate in the revision of existing ones.
- Develop relevant course materials, detailed programmes and activities, and assessment methods and tools.
- Participate in the delivery of these programs and courses, through residential as well as distance mode.
- Take part in the regular residential and distance training programmes at IIEP, including the Advanced Training Programme.

5. Participate in analysis and research:

- Contribute to the design of new research programmes and projects
- Undertake field missions to conduct research activities.
- Support the drafting of research products.
- Reflect on lessons learnt and future perspectives.

6. Participate in strategic reflections on the mandate of IIEP

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

For detailed information about UNESCO's core competencies please follow this link [UNESCO Competency Framework](#)

Required Qualifications

Education

Advanced university degree (Master's degree or equivalent) in the field of educational planning and management, international development, social sciences or economics.

Work experience

- Minimum four (4) years of relevant technical cooperation in the analysis, diagnosis, planning and/or evaluation of education, of which preferably two (2) years acquired at international level.

Skills and competencies

- Strong knowledge of the issues surrounding education in the context of developing and/or emerging countries, in particular of those related to educational planning and management.
- Strong understanding of contemporary developments in the global education arena and of effective strategies for improving educational planning and management, including in crisis-affected contexts.
- Proven competency to design, manage and implement development programmes/projects.
- Proven competency to design and implement training programmes and courses.
- Ability to work with and in multicultural teams.
- Ability to adapt to changing circumstances.
- Ability to build and sustain effective partnerships inside and outside of the Organization.
- Excellent communication skills (oral and written).

- Excellent IT skills, including knowledge of MS Office (Word, Excel, PowerPoint etc.).

Language requirement

Excellent knowledge of English or French and very good knowledge of the other language.

Desirable Qualifications

Experience

- Experience in working in crisis-affected contexts.
- Experience in advising Member States in the area of educational planning and management.
- Experience in the design and implementation of research programs on themes of relevance to the post.

Language

- Knowledge of other official UNESCO languages (Arabic, Chinese, Spanish, Russian).

Assessment

A written assessment exercise followed by a competency-based interview may be used to evaluate qualified candidates.

How to apply

To apply, please send together, your CV in ([UNESCO format](#)), your letter of motivation and the [compulsory questionnaire](#) to: pspa098@iiep.unesco.org

Please note: Only CVs in the UNESCO format will be considered

Important: Please indicate « *Programme Specialist PA098, P3 TC* » in the subject line of your email message. The deadline for applications is **03 Octobre 2019 at midnight (Paris time)**.

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](#)

Please note that UNESCO is a no-smoking Organization.

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

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