

Title: ASSOCIATE PROJECT OFFICER
Domain: Education
Grade: P-2
Organizational Unit: UNESCO Office Kabul, Islamic Republic of Afghanistan
Duty Station: Kabul, Islamic Republic of Afghanistan
Type of contract: Project Appointment
Annual salary: Approximately 69,658 USD
Duration: 1 year, with possibility of extension subject to availability of funding and satisfactory performance.
Deadline (midnight, Juba time): **14 September 2019**
Application to be sent to: k.human-resource@unesco.org

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

Overview of the functions of the post

UNESCO, as the United Nations specialised agency for education, is entrusted to lead and coordinate the Education 2030 Agenda, which is part of a global movement to eradicate poverty through 17 Sustainable Development Goals (SDGs) by 2030. Education, essential to achieve all of these goals, has its own dedicated Goal 4, which aims to “ensure inclusive and equitable quality education and promote lifelong learning opportunities for all”. The Education 2030 Framework for Action provides guidance for the implementation of this ambitious goal and commitments.

UNESCO’s Capacity Development for Education (CapED) Programme is central on delivering this mandate. Created in 2003, CapED is an extra budgetary funding mechanism and programme approach that functions as a delivery platform for the Education Sector in the framework of the SDG4-Education 2030 Agenda. With a capacity development approach focused on system strengthening, it supports least developed and fragile countries in the design and implementation of education reforms that are essential for the achievement of national development priorities and the fulfilment of SDG4 commitments. As one of the priority countries of UNESCO’s Education Sector, Afghanistan is currently implementing the CapED Programme with a focus on youth employment and entrepreneurship through technical and vocational education and training (TVET) for peacebuilding, and on advocacy and capacity development for SDG 4.

Under the overall authority of the Assistant Director-General for Education (ADG/ED) and the guidance of the Director of the Kabul Office, and direct supervision from the Chief of the Education Unit, the incumbent will assist in the planning, implementation, and monitoring and evaluation of CapED activities in Afghanistan. This includes the following functions, but not limited to:

- Assist with planning, implementing, monitoring and evaluating activities, including policy documents, studies/assessments, drafting terms of reference to find appropriate expertise, monitoring and reviewing consultants’ work and supporting the enhancement of knowledge management of the Programme’s outputs.
 - Assist in the coordination of programme implementation by supervising all administrative and budgetary aspects of the CapED programme in Afghanistan, including reporting and budget revisions as necessary.
 - Assist with the organisation and coordination of events and other capacity development activities for diverse target groups according to the approved programme document and work plan.
 - Liaise and collaborate with UNESCO’s partners, including the Ministry of Education, the TVET-Authority, the Ministry of Labour and Social Affairs, UN agencies, inter-governmental organizations, donor organisations, development banks, academic institutions, civil society organisations (e.g. NGOs (Non-Governmental Organizations), private sector), etc. in order to ensure a high level of responsiveness and collaboration in UNESCO’s technical assistance and the alignment of project activities with ongoing initiatives and national priorities.
 - Advocate for UNESCO and contribute to resource mobilization efforts by way of identifying prospective donors, building and fostering relations and developing concept notes/proposals.
-
-

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 please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Advanced university degree (Masters or equivalent) in education, social sciences, development studies or a related fields.

Work Experience

- Minimum 2 years of relevant work experience in education, education reforms or/and education in post conflict and post disaster countries (PCPD) or related fields.

Skills and competencies

- Excellent communication skills, including writing and oral.
- Strong analytical, problem solving and organizational skills.
- Capacity to build and manage education programmes.
- Ability to interact with a wide range of high-level partners.
- Good knowledge of capacity development concept and resource mobilisation skills.
- Good IT skills, including knowledge of MS software (Word, Excel etc.).

Languages

- Excellent knowledge (both written and spoken) of English.
-

Desirable qualifications

Work Experience

- Experience in programme planning, monitoring and evaluation in the context of UN system.
- Relevant experience working with education systems in Post-Conflict and Post-Disaster (PCPD).
- Experience in working with UN partners, ministries of education, inter-governmental organizations, development banks, education institutions, and civil society organisations on similar education projects.

Skills and competencies

- Ability to coordinate complex projects.
 - Knowledge of UNESCO's education conventions and global priorities.
-

Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

To apply, please send your application letter and UNESCO CV ([CV Form to be used](#)) in English with a cover letter making reference to Post PA – Associate Project Officer and Duty Station to k.human-resource@unesco.org before midnight, on **14 September 2019** (Kabul 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, pension plan and medical insurance.

Please note that UNESCO is a no-smoking Organization.

*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. 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.