



United Nations
Educational, Scientific and
Cultural Organization

UNESCO Dhaka Office

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Vacancy Announcement

Post Title : **Education Programme Assistant**
Post Level : **SB 2 (Service Contract)**
Duration : **01 January 2020 to 31 December 2020** (*with possibility of extension upon satisfactory performance and/or availability of funds*)
Location : **Dhaka, Bangladesh**
Closing Date : **30 November 2019**

United Nations Educational, Scientific and Cultural Organization (UNESCO) is inviting applications from Bangladeshi Nationals for the position of Education Programme Assistant, based in UNESCO Dhaka Office in Bangladesh.

The successful candidate will be working under the overall supervision of the Head of Office of UNESCO Dhaka and the direct supervision of Education Chief and will have the following responsibilities:

Description Of Duties:

Under the overall direction and direct supervision of the Education Chief of UNESCO Dhaka Office, the incumbent will assist the education team of UNESCO Dhaka Office with the following tasks:

- Assist the education team in implementing regular and extra-budgetary activities. This entails follow-up on correspondence, arranging meetings, organizing workshops and missions, providing interpretation support, handling the administration of contracts, making travel arrangements and providing inputs for reports, ensuring compliance with Results Based Management;
- Assist in preparation of project reports, evaluations and other documentations including yearly and quarterly work plans, budgets, annual reports for donors and relevant other reports when and where necessary. Ensure good quality of reports including English;
- Maintain the filing related to the education programmes (hard-copies and soft copies on the office server) and relevant databases. This includes files for programme activities, consultant roster, contract management files and reports;
- Receive, screen, distribute and maintain mails, correspondences and documents. Propose and obtain deadlines and follow-up dates. Review and communicate reasons for delay (if any), provide details of work in progress, referring to supervisor when decisions concerning deadlines are required;
- Coordinate translation of all documents related to education programmes and translate the documents, such as letters and faxes when required. Provide interpretations for the Education Chief during the meetings when needed;
- Liaise with the Administrative Unit to ensure compliance with administrative and financial requirements in preparing and settling of contracts and procurement;
- Coordinate the printing, dissemination of and follow-up on various publications, and participate in relevant advocacy and awareness raising activities related to UNESCO education programmes;
- Perform any other tasks as deemed appropriate by the Education Chief and the Head of UNESCO Dhaka Office.

Ensure the integration of a gender equality, cultural diversity and human rights-based approach in programmes/activity design, implementation and reporting.

Minimum Qualifications Required:

Education:

At least, Graduate Degree in Education, related Social Sciences and Business Administration/Management or any other related disciplines.

Experience:

2-3 years work experience in the related fields . with any UN/international or national development organizations.

Competencies:

- Proven knowledge on education project management;
- Proven knowledge on administrative and financial rules, regulations and procedures;
- Ability to communicate effectively both in English and Bangla;
- Excellent skills in computer based application packages i.e. MS Office and web based applications/tools;
- Ability to deal and respond requests received from stakeholders;
- Ability to work under pressure and handle complex and critical situations;
- Ability and adaptability to work in a multi-cultural team environment.

Language

Excellent knowledge of spoken and written English and Bengali

Submission of application:

Interested candidates meeting the above requirements are requested to send their **hardcopy** application along with the detailed CV, preferably, using **UNESCO Prescribed CV Format** to: Head of Office and UNESCO Representative to Bangladesh, UNESCO Dhaka Office, House#122, Road#01, Block-F, Banani, Dhaka, Bangladesh by **30 November 2019**. Only short-listed candidates will be contacted for next stage(s) of the process.

UNESCO is committed to achieving workforce diversity in terms of gender, race and culture. Women, individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Only hardcopy applications will be taken into consideration.

(Please mark on the envelope title of the position applied for)

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