Title: Programme assistant (local) - Better Education for Africa’s Rise

Domain: Technical and Vocational Education and Training

Grade: Service Contract Level 6

Organizational Unit: UNESCO Office in Nairobi, Kenya

Duty Station: Nairobi, Kenya

Type of contract: Service Contract

Duration of the contract: 1 year, with possibility of extension depending on availability of funds and performance

Deadline (midnight, Nairobi time): 10th March 2020

Application to be sent to: nairobi.recruitment@unesco.org (UNESCO CV with a covering letter)

OVERVIEW OF THE FUNCTIONS OF THE POST

Terms of Reference

I. Background

The Better Education for Africa’s Rise (BEAR) project is a joint initiative between UNESCO and the Republic of Korea to improve the Technical and Vocational education and Training (TVET) systems of five beneficiary countries in Eastern Africa (Ethiopia, Kenya, Madagascar, the United Republic of Tanzania and Uganda) over 2017–21. The project has been conceptualised in response to each target country’s needs based on national development plans and national education and training strategic plans. The project is also aligned with the 2030 Education Agenda and the UNESCO Strategy for TVET 2016-21. This second phase of the project (BEAR II) builds on BEAR I (2011-2016) that has yielded positive and sustainable outcomes in five countries of the Southern Africa Development Community (SADC), namely Botswana, Democratic Republic of the Congo, Malawi, Namibia and Zambia.

BEAR II aims to give young people in Eastern Africa a better chance of accessing decent employment or of generating self-employment, through improvements in the TVET systems of the beneficiary countries while adopting a sector skills approach. A broad range of activities will be conducted under the framework of the project, corresponding to the following three result areas:

i. increasing the relevance of TVET to the needs of the economy by developing training curriculums to respond to market demand of skills,

ii. enhancing the quality of TVET delivered to trainees by building capacities of TVET trainers and institutions, and

iii. improving the perception of TVET among young people, enterprises and society, therefore making it a more appealing education option.

The BEAR II project activities have been planned with the objective of building capacities within the ministries, private sector and other institutions responsible for TVET in the beneficiary countries. Sustainable partnerships will also be established between TVET systems and stakeholders in the economy, to ensure that the impact of the project lasts beyond its period of implementation.

II. Duties and Responsibilities

Under the overall authority of the Director Regional Office Nairobi, the Chief of Education Sector, the immediate authority of BEAR II Regional Coordinator, and in close collaboration with relevant Field Office colleagues, the incumbent will support the coordination of the BEAR II project from UNESCO Nairobi Office. Specifically, s/he will undertake the following tasks and responsibilities:

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**1) Administrative backstopping of the BEAR II project**

- Provide administrative support to the BEAR II Project coordinator and National Project Officers within the collaborative framework of the Regional Office Nairobi, HQ, Field office, five member states and implementing partners.

- Support senior professional staff in supervising the implementation of the project.

- Support organisation of national and regional level meetings events related to the BEAR II project: communication with participants, logistics, and travel arrangements, as needed.

- Support the Administrative Officer in monitoring cash flow.

- Support contracting of consultants, tenders etc. as required.

**2) Documents, communications, analysis and reporting:**

- Contribute to compiling quality briefings, reports, articles and presentations regarding BEAR II.

- Support visibility and outreach activities for BEAR II at the regional level and prepare a wide variety of internal/external communication materials (memos, letters, speeches, website texts, presentations etc.).

- Ensure translation of short documents English-French, as required.

- Support coordination with Headquarters and country staff.

  - Assist Programme Specialist in the search, location, compilation, review and update of information and data used in the development of documents, work plans and budgets.
  - Perform other tasks and duties, as assigned by ED Programme
  - Provide programmatic and research assistance, including but not limited to, desk reviews, conceptualization of ideas in support of ED programme implementation. Participate in the implementation of the programme work plans and
  - Ensure compliance with specific assigned objectives.
  - Run reports from the automated systems in order to assist in the preparation of regular and ad hoc budgetary financial updates, reports, statistics and or projections for use and scrutiny by Programme Specialist, ED.
  - Follow-up the formulation and the implementation of programmes and projects, by compiling data, analyzing and evaluating information, and drafting documents.
  - Contribute towards the implementation, monitoring, and evaluation of programmes and projects activities.
  - Contribute in the planning and organization of capacity building programmes, including organization of training workshops, field visits, and seminars.
  - Ensure accurate and timely input of programme information in computerized programme system and the issuance of status reports for monitoring and evaluation purposes.
  - Receive and screen all internal and external communications, attaching necessary background information for review by supervisor, and maintain the sector’s records and information.
  - Organize and maintain correspondences and all documents related to programme implementation.
  - Follow up the procurement, financial and logistical issues in relation to programme and project implementation
  - Working closely with the Administration and Finance Office and other programme sectors, take the lead in planning workshops, conference and other high profile events organized by UNESCO, ensuring that UNESCO’s visibility is enhanced.
  - Maintain contact and communication with various stakeholders and partners working with UNESCO in the field of ED,
  - Respond to enquiries and follow-up on routine outstanding matters in the Sector, and in this regard, record, update and retrieve information, documentation and data from the Office/Bureau filing systems.
  - Identify, review for style, format and accuracy, documents and pertinent information in support of such events and meetings, initiate procedures for associated services required as well as provide administrative support during the event.

**REQUIRED QUALIFICATIONS**

**Education**

- Secondary, technical or vocational school.
WORK EXPERIENCE
- Minimum of 5 - 7 years' relevant professional experience in research and labour market studies, curriculum assessment and development

SKILLS/COMPETENCIES
- Strong background and experience in data collection and analysis
- Technical expertise in assessing issues of labour market demand, supply and value chain, and the ability to draw strong and valid conclusions
- Strong knowledge of TVET programs is essential
- Excellent oral and written communication skills.
- Strong organization and coordination skills.
- Strong interpersonal skills, with proven ability to maintain effective working relations within a multi-cultural environment.
- Ability to build and maintain partnerships with internal and external stakeholders.
- Good IT skills, including knowledge of MS software (Word, Excel etc.).

LANGUAGES
- Excellent knowledge in English and French

HOW TO APPLY
To apply, please send your application letter, UNESCO CV (CV Form to be used), in English by email: nairobi.recruitment@unesco.org by 10/03/2020 (midnight, Nairobi time).