

Title: National Associate Project Officer
Domain: Education
Grade: NOB
Only nationals of the country may apply for this post.

Organizational Unit: Education Sector
Duty Station: Kampala, Uganda
Type of contract: Project Appointment
Annual salary: Approx. UGX 116,856,000
Duration of contract: 1 year with possibility of extension depending on availability of funds and performance
Deadline (midnight, Paris time): **31 August 2017**
Application to be sent to: Nairobi.recruitment@unesco.org [CV Form to be used](#)

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

The international community has set an ambitious 2030 Agenda for Sustainable Development. It calls for an integrated approach to development. Education and training are central to the achievement of the 2030 Agenda. The vision of the Incheon Declaration¹ about Education 2030 is fully captured by Sustainable Development Goal 4 “Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all”. Education 2030 devotes considerable attention to technical and vocational skills development, specifically regarding access to affordable quality Technical and Vocational Education and Training (TVET); acquisition of technical and vocational skills for employment, decent work and entrepreneurship; elimination of gender disparity and ensuring access for the vulnerable – see also SDG 8 “Promote inclusive and sustainable economic growth, employment and decent work for all”.

As part of its programs for TVET, UNESCO is advocating for increased support for TVET in Member States, particularly those in Africa. Since 2011, UNESCO, with the support of the Republic of Korea, has been implementing the Better Education for Africa’s Rise (BEAR) project. The project has been implemented over five years (2011 – 2016) with a budget of 10 million USD, supported by the Government of the Republic of Korea (RoK). The project has helped five SADC countries (Botswana, DR Congo, Malawi, Namibia and Zambia) to improve their TVET systems.

Joint efforts between UNESCO and the Government of the RoK will now be expanded through the implementation of BEAR II to support five new beneficiary countries in eastern Africa; Ethiopia, Kenya, Madagascar, Tanzania and Uganda. This project will support these countries in their efforts to reform and develop their TVET systems, while benefitting from knowledge and experience gained under BEAR I. Expanding the project to the Eastern Africa region will also contribute to addressing challenges including:

- Relevance of TVET programs to industry and the labour market
- Quality of TVET
- Perception of TVET

II. Duties and requirements:

¹ See: <http://en.unesco.org/world-education-forum-2015/incheon-declaration>

Under the overall authority of the Director of UNESCO Regional Office for Eastern Africa, the overall supervision of the education Programme Specialist in Nairobi, and the direct supervision of Project Coordinator, the incumbent will act as the focal point for the coordination of the BEAR II project in Uganda. Specifically, s/he will undertake the following tasks and responsibilities:

1) Coordination of project activities in Uganda

- Ensuring quality achievements of the programme outputs in line with UNESCO qualitative standards, administrative rules and BEAR II results matrix;
- Designing a detailed work plan and assuring regular monitoring of the implementation including budget control;
- Identifying project implementation partners and service providers;
- Drafting terms of reference for the local contracts, assuring that UNESCO rules of procurement are respected;
- Following-up on the implementation of the contracts, assessing the quality of services provided, undertaking corrective actions when necessary and requesting disbursement of funds.

2) Ensure the monitoring and evaluation of project implementation

- Daily monitoring and regular evaluation of the project activities, reporting on the progress achieved and suggesting updates of the project log frame;
- Presenting aggregate strategic analysis on project performance based on commitment of partners, progress in implementation of activities outputs
- Regular monitoring the financial status of the project
- Regularly conducting meetings of the project members, preparing minutes of meetings and action plans with clear responsibilities and timeframe;
- Conducting periodic project reviews with the governmental counterparts and other partners, recording the results of the review meetings in minutes, reports and formulation of the action plans;
- Preparing reports on project activities for UNESCO, the donor and implementing partners
- Fostering exchanges of information and lessons learned, identifying new strategies and actions to improve delivery of services and to achieve the project objectives

3) Representation and coordination with partners

- Ensuring project alignment with Government reforms in TVET and its sectoral priorities;
- Identifying relevant institutions and ensuring their engagement in project's activities;
- Ensuring capacity development of national stakeholders in all activities at individual, organizational and system levels;
- Mobilizing UNESCO's entities and networks to support the Government reforms
- Sharing international experiences and facilitating access to information, knowledge and good practices;
- Setting-up mechanisms and actions to ensure sustainability of project's outputs;
- Maintaining regular relations with the national counterparts and the key stakeholders (Ministries, TVET providers, regional and local authorities, etc.)
- Establishing relationship and collaboration with employers and their representatives (Federations and Chambers), to foster their active participation as key stakeholders in the project implementation.

4) Ensure communication and visibility

- Preparing the project visibility plan and ensuring its implementation;
- Preparing technical briefs/status updates on the project for wider dissemination (UNESCO and partners websites);
- Organizing communication events (seminars and workshops) and liaising with local and international media;
- Preparing necessary press release and outreach materials, ensuring that the major events have necessary press coverage;
- Providing web content on major project's achievements and milestones in project implementation for UNESCO's public information services

Undertake other tasks that may be assigned by the supervisor.

REQUIRED QUALIFICATIONS

EDUCATION

An advanced university degree (Masters level or equivalent) in education and/or science and/or engineering. A first-level university degree in combination with two additional years of qualifying experience maybe accepted in lieu of the advanced university degree.

WORK EXPERIENCE

At least 2 years of relevant professional experience in the field of education, programme coordination and management, preferably in area of TVET.

- Experience in management of education programmes;
- Experience in working with Government partners and high-level development partners and international/national Non-Governmental Organizations.

SKILLS/COMPETENCIES

- Familiarity with the administrative procedures of large Organizations preferably UNESCO;
- Proven excellent oral, written, analytical and communication skills;
- Ability to multi-task, prioritize to adjust work schedules and deliver timely results;
- Ability to work in multi-cultural environment;
- Good computer and other IT skills including excellent skills in MS office;

LANGUAGES

- Excellent knowledge of Bantu/Central Sudanic
- . Very good communication (excellent knowledge of written and spoken) English

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Previous experience with UN agencies and understanding of the UN System
- Experience in the education sector planning, management, and implementation of project in the education sector
- Experience in training, coordination and/or institutional and human capacity-building;
- Excellent knowledge of current context in Uganda, with particular focus on: education, sector planning, TVET, economic development, livelihoods, local governance, youth development, and civil society

SKILLS/COMPETENCIES

- Ability to engage and form effective working relationships with counterparts and clients;
- Proven ability to work within limited time constraints in the preparation of high quality products;
- Proven ability to work in a politically complex, unstable and sometimes insecure environment;
- Excellent communication and training facilitation skills;

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in Local currency.

Other benefits include: 30 days' annual leave, family allowance, pension plan and medical insurance.

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV, in English to the UNESCO Multi-Sectoral Regional Office for Eastern Africa, United Nations Avenue, Gigiri, P.O. Box 30592-00100, Nairobi Kenya or by email at Nairobi.recruitment@unesco.org. Application files will have to reach UNESCO office **before 31 August 2017midnight** (Nairobi time).

Please note that only pre-selected candidates will be contacted.

A written test may be used in the evaluation of short-listed candidates.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.

UNESCO does not charge a fee at any stage of the recruitment process.