

- Title:** Project Advisor
- Domain:** Gender Equality and Education
- Grade:** P4
- Organizational Unit:** Section of Education for Inclusion and Gender Equality, Division for Inclusion, Peace and Sustainable Development (ED/IPS/IGE)
- Duty station:** Paris, France
- Type of contract:** Project Appointment
- Annual salary:** 89 961 EUROS
- Duration of contract :** 1 year with possibility of extension subject to availability of funds and satisfactory performance
- Deadline (*midnight, Paris time*):** **20 March 2017**
- Re-advertisement**
- Application to be sent to:** [gender.ed@unesco.org](mailto:gender.ed@unesco.org)  
[CV Form to be used](#)

## OVERVIEW OF THE FUNCTIONS OF THE POST

Within the framework of the UNESCO, UN Women and UNFPA Joint Programme on Empowering Adolescent Girls and Young Women through Education, funded by KOICA and other donors, under the overall authority of the Assistant Director-General for Education, overall guidance of the Director of the Division for Inclusion, Peace and Sustainable Development, and the immediate supervision of the Chief of Section of Education for Inclusion and Gender Equality (ED/IPS/IGE), the incumbent will work closely with the Section Programme Specialists as well as other relevant units at UNESCO. The incumbent will be responsible for providing technical support the country projects under the framework of the Joint Programme (Mali, Nepal and Tanzania). More particularly s/he will:

1. Ensure the overall management and monitoring of the implementation of the Joint Programme and provide technical support and backstopping. This includes regular communication with country Field Offices and other partners; budget and workplan review to ensure they are in line with the objectives of the Joint Programme; and support to country workplan development and reporting.
1. Develop programme guidance and quality assurance tools for Field Offices to successfully implement country workplans. This includes technical support to ensure that Field Offices and national partners have mechanisms in place to collect timely and accurate strategic information that can be used to assess progress towards expected results defined in national workplans.
2. Work with country offices to ensure strong communication and knowledge management activities and products on the Joint Programme to effectively share knowledge, lessons learned and results.
3. Identify and mobilise additional partners and resources, in line with the Joint Resource Mobilization Strategy of the Joint Programme, and in consultation and coordination with the appropriate units within UNESCO, concerned country Field Offices and UN Partners with a view to expand resources to other countries in the Joint Programme.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Advanced university degree (Master's or equivalent degree) in the field of education, social sciences, or related field. A first university degree in combination with two additional years of qualifying experience may be accepted in lieu of the above mentioned university degree.

### **WORK EXPERIENCE**

- At least 7 years of relevant experience in the field of education, of which 3 years acquired at the international level.
- Experience in programme development, planning, monitoring and reporting in education.

### **SKILLS/COMPETENCIES**

- Proven conceptual, analytical, technical, and strategic skills.
- Very good organizational skills, tact and discretion.
- Strong interpersonal and communication skills (oral and written), including the ability to prepare and present findings concisely, as well as to discuss actionable recommendations on issues of a technical nature in education.
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the Organization.
- Strong IT skills.

### **LANGUAGES**

- Excellent knowledge of English and Korean.

## **DESIRABLE QUALIFICATIONS**

### **EDUCATION**

- Gender studies, specialisation in girls' and women's education or formal training on gender mainstreaming.

### **WORK EXPERIENCE**

- Field experience, especially in developing countries.
- Experience with the UN System.
- Experience developing communication and advocacy materials.

### **SKILLS/COMPETENCIES**

- Knowledge of development issues and policies, as related to girls' and women's education.
- Office management skills and knowledge of accountancy principles to maintain financial records.

### **LANGUAGES**

- Good knowledge of French.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days' annual leave, family allowance, home travel, education grant for dependent children, 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 Section of Education for Inclusion and Gender Equality in the Division for Inclusion, Peace and Sustainable Development (ED/IPS/IGE), UNESCO, 7 place de Fontenoy, 75007, Paris, France, or by email to [gender.ed@unesco.org](mailto:gender.ed@unesco.org). Application files with the reference "Project Coordinator" will have to reach UNESCO office **before 10 March 2017 midnight** (local 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.