

Title:	National Professional Officer for Education
Domain:	Education
Post Number:	4IRED1002RP
Grade:	NO-C
Organizational Unit:	Education
Primary Location:	Tehran, Iran
Recruitment open to:	Only nationals in Iran may apply for this post
Type of contract:	Fixed Term
Annual salary:	USD\$ 39,638
Deadline (midnight, Tehran time):	10 November 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Education and the direct supervision of the Head of the UNESCO Cluster Office in Tehran and UNESCO Representative to Iran and Turkmenistan, the incumbent will provide technical advice in order to ensure the identification, design, implementation, reporting, evaluation and coordination of activities and projects carried out under the Education Programme.

The incumbent will be expected to supervise at least one education assistant and bring a strong background and capability in education programmes and planning. He/she will also be responsible for ensuring UNESCO's contribution to the United Nations Development Assistance Framework (UNDAF) in the field of Education.

The National Professional Officer will be expected to perform among others the following responsibilities:

- Assist the Head of the Office in identifying, designing, implementing and reporting on programme activities in the field of Education, as well as the Education Sector's global and regional strategies and priorities, in order to contribute to building the national and local institutional capacities and priorities towards inclusive and equitable quality education and lifelong learning opportunities for all.
- Contribute to the provision of technical and policy advice to relevant partners.
- Contribute to UNESCO's participation in the field of Education within the United Nations Development Assistance Framework (UNDAF).
- Contribute to the development of strategies for UNESCO's intervention and assistance in the field of emerging and innovative educational themes, e.g. education for sustainable development (ESD), ICTs for education, and global citizenship education.
- Develop in collaboration with other Programme Officers interdisciplinary project proposals aimed at consolidating and complementing the activities in Education funded by the Regular Programme budget with a focus on quality, teachers, ICTs and gender and formulate the required resource mobilization and partnerships strategies and plans to that end.
- Contribute to the Office resource mobilization strategy and plan by playing an active role in the preparation of project proposals and strategy documents.
- Prepare and submit quarterly/yearly work plans and reports of activities and projects as per approved project documents.
- Stay up to date on policy research activities in Education (new emerging and global trends), and contribute to the development of pertinent strategy papers, technical notes, frameworks and documents related to quality education and lifelong learning opportunities for all.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in education, social sciences or in another related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- Minimum of 4 years of progressively responsible, relevant work experience in education development or in another related field at the national or international level.
- Relevant professional experience in education policy formulation, education planning or curriculum development with proven capacity to liaise with Government officials.
- Proven experience in programme management, advocacy, resources and partnership mobilization.

SKILLS/COMPETENCIES

- Strong understanding of UNESCO's mandate, vision, strategic direction and priorities, particularly in Education.
- Proven organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Proven ability to coordinate, collaborate and liaise with stakeholders to plan, manage and monitor projects and programmes.
- Excellent communication and networking skills; drive for results; analytical and technical application skills.
- Strong personnel leadership skills, particularly mentoring skills.
- Good inter-personal skills and ability to work in a multi-cultural team.
- Very good IT skills.

LANGUAGES

- Excellent knowledge (written and spoken) of English and Farsi

DESIRABLE QUALIFICATIONS

EDUCATION

- Academic background in the field of educational policies, planning, teacher education and curriculum development.

WORK EXPERIENCE

- Proven and relevant work in research and relevant experience within the United Nations System or in other Intergovernmental Organizations or Cooperating Agencies.

SKILLS/COMPETENCIES

- Results oriented approach to completing assigned tasks and an ability to persuade and influence peers and to cope with pressure and challenging situations.

LANGUAGES

- Good knowledge of other UNESCO official languages, particularly French.

BENEFITS AND ENTITLEMENTS

- UNESCO's salaries are calculated in US dollars. They consist of a basic salary. Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance.

How to apply

Interested candidates are requested to submit their application by 10 November 2017 by email to JobVacancy-TEH@unesco.org.

Application should include: Motivation letter, UNESCO CV, and reference contacts.

Only pre-selected candidates will be contacted. The applications of the non-selected applicants will be retained by UNESCO for reference.

Please note:

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. UNESCO is a non-smoking organization. UNESCO does not charge a fee at any stage of the recruitment process.

PLEASE NOTE THAT ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES

Women candidates are strongly encouraged to apply.