



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 5 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Programme Specialist**
Unit **Section for Technical, Vocational Education and training, Division for Education Strategy and Capacity Building, Education Sector**

Duty station Paris, France
Grade P-3
Post number ED-655

Closing date **21 December 2009**

Main responsibilities Under the authority of the Assistant Director-General for Education and the Director of the Division for Education Strategy and Capacity Building and under the direct supervision of the Chief of Section for Technical, Vocational Education and training, the incumbent will undertake the following tasks and responsibilities:

- Provide technical support to Member States in the field of TVET, especially in TVET policy formulation and review, assist in identifying TVET indicators and monitoring the normative instruments within the context of secondary education systems reform.
- Organize seminars, training workshops, conferences to promote international cooperation in TVET among Member States, in collaboration with other concerned UNESCO entities such as UNEVOC/Bonn, other ED Institutes, Regional Bureaux for Education and field offices.
- Assist in identifying, processing and implementation of extra-budgetary activities in support of regular programme activities in the Section. Keep regular contacts with UNESCO's external partners in TVET and donors.
- Contribute to the overall planning, implementation and monitoring of biennium activities in the Section for better and more coordinated delivery of programme activities.
- Draft relevant technical documents/publications on TVET including contributing to C/4 and C/5; also provide information, briefings and data on TVET to senior management, etc. as required. Maintain UNESCO TVET website.

- Profile**
- University Degree (preferably at Master's level) in Education or other areas relevant to Technical and Vocational Education.
 - A minimum 4 years of relevant professional experience, of which preferably 2 years acquired at international level, in the field of technical and vocational education.
 - Experience in education project planning, management, monitoring and evaluation.
 - Capacity to work in multicultural environment, team working, good communication and interpersonal skills.
 - Strong drafting skills.
 - Good IT skills.
 - Excellent knowledge of English or French. Knowledge of the other language would be an asset.

The evaluation of candidates may include a written exercise

Conditions of employment UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around 66,400 euros (62,000 euros if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **ED-655**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recrutweb@unesco.org.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.

Non- or under-represented Member States as of September 2009 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Djibouti, Dominica, Dominican Republic, Egypt, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Mexico, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Papua New Guinea, Paraguay, Qatar, Republic of Moldova, Rwanda, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Switzerland, Tajikistan, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam, Zambia.