

Title: Project Officer
Domain: Education
Grade: P3
Organizational Unit: Education
Duty station: Amman, Jordan
Type of contract: Project Appointment
Annual salary: Approx. 84 360 US\$
Duration of contract : 1 year with possibility of extension depending on availability of funds and performance
Deadline (midnight, Paris time): **30 January 2018**
Application to be sent to: Recruitment.amman@unesco.org (UNESCO CV Form to be used)

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO Amman strives to promote education in Jordan as a fundamental human right while aiming to provide access to quality education for all. Across Jordan, UNESCO is currently implementing comprehensive education programmes that sustain the resilience and support the effectiveness of the national education systems in mitigating the impact of the Syria crisis, particularly in the Jordanian host communities. The UNESCO Amman office focuses on assuring the quality of primary, secondary and TVET and higher education through various technical and project support interventions under the umbrella of UNESCO Strategic Framework on EiE for the Arab Region (2018-2021).

With the generous funding of the Government of the Republic of Korea, UNESCO Amman Office is supporting the Government of Jordan to provide access to Syrian refugee and vulnerable Jordanian youth that are affected by the Syria Crisis with access to post-basic and higher education and training opportunities. The project will ensure that 250 Syrian refugee and vulnerable Jordanian youth (70% Syrian refugee, 50% Female) will participate in and complete diploma programmes at a public or private TVET institution in Jordan. This project aligns closely with UNESCO's response strategy for the Syria Crisis in Jordan. The Project Officer will, under the guidance of the Education Programme Specialist, support implementation of the project as agreed to by the donor, and in maintaining positive relationships with key stakeholders at all levels.. A key aspect of this position will be to support UNESCO with identifying areas where UNESCO can provide support.

Under the overall authority of the Assistant-Director-General for Education of UNESCO and of Head of the UNESCO Amman Office and the direct supervision of Education Programme Specialist, the Project Officer will be mainly accountable for the timely and efficient administration of the Korea-funded Project titled "Provision of TVET and Higher Education Opportunities for Youth Affected by the Syria Crisis in Jordan" in various aspects by performing technical and administrative tasks. Specifically, s/he will undertake the following tasks and responsibilities:

1. Project management:
 - (1) Develop a strategic and operational plan for project implementation and ensure technical and operational quality assurance of the project deliverables due by the implementing partner of the Korea-funded project.
 - (2) Work closely with the implementing partner for them to be able to submit clear and time-bound deliverables and financial documents to UNESCO.
2. TVET and Higher Education:
 - (1) Provide technical backstopping for TVET and Higher Education, including the quality assurance of the deliverables provided by technical experts in the field.
 - (2) Establish good communication channels and network with government counterparts, higher education institutions and TVET institutions, for UNESCO's strategic intervention.
3. Donor relations:
 - (1) Ensure project visibility by carrying out communication activities.
 - (2) Prepare regular mandatory donor progress and final reports (narrative and financial).

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

(3) Provide support to the Education Programme Specialist in further resource mobilization efforts.

4. Partnership and Coordination:

- (1) Liaise with UNESCO's Regional Office in Beirut, and take a leading role in monitoring the implementation of UNESCO Strategic Framework on EiE for the Arab Region (2018-2021).
- (2) Provide support to the Education Programme Specialist in coordinating and taking part in the related meetings (e.g. Tertiary Education Group, JRP meetings, Education Donor Meetings, etc.).

5. Supervision and Teamwork:

- (1) Provide supervision to the National Project Officer and Project Assistants.
- (2) Ensure good team spirit, collegiality and provide support to the international and national consultants and other members of Education Unit.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in Education or international development, project management, or related studies in social science.

WORK EXPERIENCE

- Minimum 4 years of professional experience in the field of international education, with particular focus on TVET and/or Higher Education initiatives, of which preferably 2 years acquired at international level.
- Experience in project management, financial, procurement and contracts management.

SKILLS/COMPETENCIES

- Strong technical assessment and analytical skills.
- Ability to manage sub-contracted implementing partners, to organize multiple and simultaneous tasks, and to deliver results within a specified timetable.
- Basic understanding of Monitoring and Evaluation principles.
- Ability to analyze the overall TVET and Higher education sub-sectors, contribute to programme and project development and adjustments based on evolution of conditions on the ground.
- Ability to mobilize resources by drafting project proposals for possible funding opportunities.
- Proven good interpersonal and communication skills.
- Demonstrated ability to effectively work in complex operations within a multi-cultural environment.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Previous experience with UN agencies, especially UNESCO.

SKILLS/COMPETENCIES

- Familiarity with Syria Crisis Response in Jordan, particularly as it relates to youth.

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.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV (CV Form to be used), in English to the UNESCO Amman Office, 9 Yacoub Ammari Street, Amman, Jordan or by email: recruitment.amman@unesco.org. Please label the subject line "**Project Officer, P-3**".

Application files will have to reach UNESCO Amman Office before **30 January 2018** midnight (Amman, Jordan, 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.

Please note that UNESCO is a non-smoking Organization.