Title: Team Leader and Management Consultant  
Organizational Unit: UNESCO-IICBA  
Primary Location: Addis Ababa, Ethiopia  
Duration of contract: 11 Months  
Deadline (midnight, Ethiopia time): 10th January 2023  
Application to be sent to: i.recruitment@unesco.org

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Background and Objective
Under the overall authority of the Assistant Director-General for Education, with guidance from the Director of the International Institute for Capacity Building in Africa (IICBA), and under the direct supervision of the IICBA Senior Education Programme Specialist, the incumbent will oversee the management of the Anglophone Africa Regional Knowledge and Information Exchange (KIX) Hub and its programme activities in collaboration with all of the Consortium Partners (CPs) involved in the project, namely IICBA, UNICEF and the African Union. This person will be responsible for achieving and reporting progress, results achieved as well as managing the three other members of the project team.

Purpose of the Assignment
The KIX Hub’s purpose is to collect, generate, exchange and facilitate effective use of data, knowledge and innovation for education policy formulation and implementation among 19 Anglophone African countries in six thematic areas, namely (i) strengthening learning assessment systems, (ii) improving teaching and learning, (iii) strengthening early childhood care and education, (iv) achieving gender equality in and through education, (v) leaving no one behind, and (vi) meeting the data challenge in education.

Duties/Tasks and Expected Output:
S/he will perform the following duties:

a) Oversee the management and coordination of the KIX Africa 19 Hub activities in collaboration with the UNESCO IICBA leadership and the consortium partners.

b) Support knowledge synthesis and setting of regional knowledge and innovation agendas for education policy formulation and implementation.
c) Provide guidance and technical support to government partners and national officials on the use and benefits of the Hub.

d) Lead the KIX Africa 19 Hub project team to ensure effective and efficient coordination of the Hub.

e) Liaise with the project donor, the consortium partners, Regional Advisory Team, Technical Committee, direct implementing partners, and developing country partner focal points to track inputs, progress and deadlines of the project activities.

f) Promote knowledge generation, experiential learning and use of the KIX Hub outcomes amongst developing country partners through advocacy and communications.


g) Report on progress made and results achieved.

h) Plan and organize in-person and virtual meetings for project team, partners and country focal points.

i) Perform any other duties as may be required by his/her supervisor and IICBA’s Director.

**Timetable and Deliverables**

1) A draft work plan for 2023 that comprises the Hub’s objectives, activities, and expected outputs and outcomes for 2023, aligned with country demand, key progress made in 2023, the KIX mandate, and IICBA’s strategic plan, submitted by the end of January 2023.

2) A refined KIX 2.0 proposal with its TOC and monitoring plan; informed by KIX progress and results, countries’ emerging priorities/needs within new sub-themes, and IICBA’s strategic plan, submitted by the end of February 2023.

3) A strategy, design, and implementation, financial, and monitoring plan for the country support mechanism in KIX 2.0, submitted by the end of March 2023.

4) Report on the results of national dialogues, consultations with country focal points and project advisors towards the validation of the CPs 2023 work plan (including objectives, activities, and expected outputs and outcomes), at the onset of the project year, submitted by the end of April 2023.

5) An implementation and monitoring plan for the joint inter-hub research symposium informed by the previous year’s symposium, consultations with country focal points and project advisors, the KIX mandate, and IICBA’s strategic plan, submitted by the end of May 2023.

6) A progressive report on countries’ contextualized capacity strengthening and bilateral and peer-to-peer learning and collaboration within IICBA’s thematic concentration, submitted by the end of June 2023.

7) A summary of UNESCO and UNESCO IICBA’s knowledge resources, tools, and partnerships that can support the KIX project’s mandate to set regional knowledge agendas, synthesize knowledge, and support countries through knowledge generation and mobilization, submitted by the end of July 2023.
8) A report on the effectiveness of the three consortium partners’ coordination of the KIX project, after three years of implementation and prior to KIX 2.0, submitted by the end of August 2023.

9) A policy brief on teacher professional development, IICBA’s thematic concentration for KIX 2.0, submitted by the end of September 2023.

10) And end of project evaluation report for KIX phase 1 with documented promising practices and lessons learned from debriefings with KIX Africa 21, GPE-IDRC, project advisors, and focal points following the joint inter-hub research symposium, submitted by the end of October 2023.

11) A report on the knowledge resources, outputs, and outcomes of the joint inter-hub research symposium, submitted by the end of November 2023.

Competencies (Core / Managerial)
- Ability to work with minimal supervision
- Communication
- Accountability
- Innovation
- Knowledge sharing and continuous improvement
- Planning and organizing
- Results focus
- Teamwork
- High level of technical writing skills, excellent communications, and analytical skills.
- Excellent organizational, networking and partnership building skills, tact and discretion
- Personality: The post requires maturity, excellent interpersonal skills, tact and diplomacy, ability to multi-task, prioritize and deliver to deadline, as well as work under pressure. A key requirement is credibility and confidence, with high level representational and partnership building skills, involving a wide range of partners (including relevant Ministries, UN Agencies, donors and civil society).

Qualifications
- Master’s degree, required, ideally in Education or another related field, a PhD preferred or its equivalent from a recognized university.

Work Experience
- At least 4 years of relevant professional experience, acquired at national and international level, in one or more of the following themes: Education policy formulation, project management, knowledge and information management or any related area
- At least five years of relevant professional experience in programme planning, management and coordination required. Preferably some of it in education and some of it in Africa.
• Demonstrated experience supervising and managing staff, including providing direct and remote technical support.
• Demonstrated experience in capacity building and mentoring of staff.
• Able to demonstrate, apply and share technical knowledge and recommendations to government partners and national officials.
• Demonstrated leadership, proactive communication and facilitation skills.
• Strong coordination, diplomacy and networking skills.
• Excellent communications, writing and editing, and analytical skills.
• Able to work effectively in a multi-cultural work environment.
• Set high standards for quality of work and consistently achieves project goals.
• Work experience with the United Nations or a specialized agency of it or with an international organization is an asset.

Languages
• Fluency (oral and written) in English with proficiency in another UN language.

How to Apply
Interested applicants should send their motivation letter, CV, technical and financial proposals in English by email to: i.recruitment@unesco.org; c.c. v.kisaakye@unesco.org. Application files will have to reach IICBA by 10th January 2023 midnight (Addis Ababa time). Please label the subject line “Team Leader and Management Consultant 2023”.

NOTE:
• All Applications should be submitted with a clear work methodology or proposal that is costed
• Please note that only selected candidates will be contacted.

Thank you for your interest in working with UNESCO.