



Title: Project Officer (Consultant)

Organizational Unit: UNESCO IICBA

Primary Location: Addis Ababa, Ethiopia

Duration of contract: 8 months

Deadline (midnight, Ethiopia time): 31 March 2020

Application to be sent to: i.recruitment@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO International Institute for Capacity Building in Africa (IICBA) is seeking the services of a Project Officer Consultant to support on a variety of projects and manage external communications and the editorial process for the Office. This includes developing and editing teacher's guides, reports, concept notes, proposals and various communications materials, such as press releases, news items, social media content, etc.

The Consultant will be working under the supervision of the Senior Program Coordinator who will provide general guidelines within which the incumbent will operate with a level of independence while reverting for advice and guidance when required.

DUTIES/TASKS AND EXPECTED OUTPUTS

The Consultant will perform the following duties:

- Support IICBA's projects from conception and design through implementation to reporting, monitoring and evaluation
- Support proposal development by contributing to concept notes and proposals
- Conduct a situational assessment on peace and prevention of violent extremism in Southern African Development Community (SADC) countries and the role of teachers
- Document best practices from IICBA's previous peacebuilding project, which may require, but isn't limited to data collection, desk review, draft assessment report and lessons learned report
- Contribute to the Japan Study Tour 2020 Report and final report of the "Peace and Resilience Building and Prevention of Violent Extremism in Africa through Teacher Development" project and copy edit and proofread the final reports
- Support the development and copyediting of content for IICBA's Online Platform
- Oversee external communications and the editorial process of the Institute; write and copy edit press releases, news items and social media content, etc.
- Coordinate, design and develop the publication of IICBA's quarterly newsletter
- Organize the collection, permission and editing of photos for IICBA to store on file for future use and design posters for International Days and future social media posts
- Search for conference paper and award opportunities and other ways to increase the Institute's visibility; assist staff in drafting proposals
- To perform any other duties as may be required by his/her supervisor and IICBA's Director



United Nations
Educational, Scientific and
Cultural Organization



International Institute
for Capacity Building
in Africa

TIMELINE AND DELIVERABLES

These duties and deliverables should be completed in no more than 8 months commencing in April until December 2020:

- IICBA Quarterly Newsletters
- Situational assessment on peace and prevention of violent extremism in SEDAC countries and the role of teachers
- Documented best practices from IICBA's previous peacebuilding project
- Contributions to and final edit of the Japan Study Tour 2020 Report
- Contributions to and final edit of the final report of the "Peace and Resilience Building and Prevention of Violent Extremism in Africa through Teacher Development" project
- One-page briefs on each of IICBA's areas of work and/or specific projects
- Support an impact assessment/lessons learned on the previous peacebuilding projects
- Development of and edits to IICBA's Online Platform content
- Monthly progressive reports submitted on duties performed as assigned by the supervisor

REQUIRED QUALIFICATIONS

- Master's degree, required, ideally in Education or another related field.
- At least three years of relevant professional experience in international development and education, preferably some of it in education and some of it in Africa.
- Demonstrated experience in external communications, report writing and editing, preferably with the United Nations or a specialized agency of it or international organization.
- Excellent communication, writing and editing and analytical skills.
- Able to work effectively in a multicultural work environment.
- Sets high standards for quality of work and consistently achieves project goals.
- Fluency in English, with strong drafting skills, required. Knowledge of other UN languages is an asset. Working experiences in UN agencies is also an asset.

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

HOW TO APPLY

To apply, please send your motivation letter and [UNESCO CV](#) in English by email to: i.recruitment@unesco.org. Application files will have to reach UNESCO IICBA on or before 31 March 2020 midnight (Ethiopia time). Please label the subject line "Project Officer Consultant".

Please note that only selected candidates will be contacted. Thank you for your interest in working with UNESCO.