



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture



International Institute  
for Capacity Building  
in Africa

Institut international  
pour le renforcement des  
capacités en Afrique

Title:	Hub Management Consultant
Organizational Unit:	UNESCO-IICBA
Primary Location:	Addis Ababa, Ethiopia
Duration of contract:	11 months
Deadline (midnight, Ethiopia time):	27 March 2020
Application to be sent to:	<a href="mailto:i.recruitment@unesco.org">i.recruitment@unesco.org</a>

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

### 1. Background and Objective

Under the overall authority of the Assistant Director-General for Education, with guidance from the Director of the 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.

### 2. 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.

### 3. Duties/Tasks and Expected Output:

S/he will perform the following duties:

- Oversee the establishment, management, coordination, and monitoring of the KIX Anglophone Africa Hub.
- Support knowledge synthesis and setting of regional knowledge and innovation agendas for education policy formulation and implementation.
- Provide guidance and technical support to government partners and national officials on the use and benefits of the Hub.
- Directly manage three KIX Hub Project Team members, leading the team to ensure effective and efficient coordination of the Hub.
- Liaise with the project donor, CPs, Regional Advisory Team, Technical Committee, direct implementing partners, Developing Country Partner focal points on inputs, progress and deadlines.
- Promote knowledge generation and use of the Hub amongst developing country partners through advocacy and communications.
- Report on progress made and results achieved.



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- Plan and organized in-person and virtual meetings for project team, partners and country focal points.
- To perform any other duties as may be required by his/her supervisor and IICBA's Director.

#### **4. Timetable and Deliverables**

- A plan of work and inception report submitted to the IICBA Senior Education Programme Specialist;
- A strategy for Developing Country Partners (DCPs) engagement in the KIX Hub;
- A process report on the mapping of DCP needs along the 6 themes of the hub and project baseline survey report;
- Monthly progressive reports submitted on duties performed as assigned by the IICBA Senior Education Programme Specialist;

#### **5. 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).

#### **6. Qualifications**

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

#### **7. 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.



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- 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.

#### 8. Languages

- Fluency (oral and written) in English with proficiency in the other language with strong drafting skills is required.

#### 9. How to Apply

Interested applicants should send their motivation letter, CV, technical and financial proposals in English by email to: [i.recruitment@unesco.org](mailto:i.recruitment@unesco.org). Application files will have to reach IICBA on or before 27 March 2020 midnight (Addis Ababa time). Please label the subject line '**Hub Management Consultant**'.

Applications submitted without a clear work methodology and a fee will not be considered.

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



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