Only candidates’ resident in Ethiopia with authorization to work in the country are eligible to apply.

Title: Data Management Associate  
Grade: G4  
Organizational Unit: UNESCO – IICBA  
Primary Location: Addis Ababa, Ethiopia  
Type of contract: Project Appointment  
Recruitment open to: Internal and external candidates  
Duration of contract: 1 year with possibility of extension  
Annual salary: As per UN salary scale  
Deadline (midnight, Ethiopia time): 25 February 2020  
Application to be sent to: i.recruitment@unesco.org (UNESCO CV with cover letter)

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 and the Hub Management Consultant, the incumbent be responsible for providing technical support to the design and implementation of data, monitoring and evaluation systems, including providing information to support policy and programmatic decision-making by external stakeholders.

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:
• Develop data collection tools and manuals and assist in the monitoring of data collection.
• Support data entry and management to ensure that data quality meets international standards.
• From the thematic data collected from different countries, compile a Data Archive and facilitate its dissemination to the public.
• Document the technical standards of data for use by the wider public and address all inquiries from users relating to data.
• Support in translating data into information that can be used to support policy and programmatic decision-making by partners. This support could include writing of policy briefs, briefing papers, fact-sheets, and infographics.
• Assist in any other data and information activities that are relevant to the project as well as perform any other duties consistent with his/her specialties, as may be assigned by his/her supervisor and IICBA’s Director.
• Perform any other duties as may be required by his/her supervisor and IICBA’s Director.

4. Competencies
• 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).
For detailed information, please consult the UNESCO Competency Framework.

5. Qualifications
• University Degree in education or other related social sciences or its equivalent from a recognized university.

6. Work Experience
• A minimum of 3 years of relevant work experience managing large data systems in education programs.
• Ability to work in a consultative and co-operative style with senior professional staff of different socio-cultural backgrounds.
• Good knowledge of Anglophone African education systems, particularly the manner in which they operate, the challenges they face and their priorities.
• Sound communication skills, both written and spoken, in English. Knowledge of another official UN language or a local language is an asset.
7. **Languages**
   - Fluency (oral and written) in English with proficiency in the other language.

8. **Benefits and Entitlements**
   UNESCO’s salaries consist of a basic salary and other benefits which may include if applicable: 30 days’ annual leave, family allowance, medical insurance, pension plan etc.

   For more information in benefits and entitlements, please consult [ICSC website](#) and [UNESCO's career website](#).

9. **Assessment**
   A written examination, in addition to competency-based oral interviews will be used in the evaluation of candidates.

10. **How to Apply**
    To apply, please send your application, which includes a cover letter and [UNESCO CV](#) in English by email to: i.recruitment@unesco.org. Application files will have to reach IICBA on or before 25 February 2020 midnight (Addis Ababa time). Please label the subject line ‘Data Management Associate’.

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