

**Title:** Senior Project Coordinator (regional CapED)  
**Domain:** Teachers  
**Grade:** P4  
**Organizational Unit:** UNESCO International Institute for Capacity Building in Africa (IICBA)  
**Duty Station:** Addis Ababa, Ethiopia  
**Type of contract:** Project Appointment  
**Annual salary:** Approx. 100 672 USD  
**Duration of contract:** 1 year with possibility of extension, subject to availability of funds and satisfactory performance (six months probationary period)  
**Deadline** (*midnight Addis Ababa time*): 31 January 2019

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

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### Overview of the functions of the post

Under the overall authority and supervision of the Director of the UNESCO International Institute for Capacity Building in Africa (IICBA) and in close collaboration with the IICBA Programme Coordinator and his administrative supervision, the incumbent will establish and reinforce the IICBA presence in Africa, specifically in the Capacity Development for Education (CapED) country-programmes within the framework of SDG4 and teachers related issues in Education 2030 agenda.

The incumbent will advise on and implement policies and activities related to national capacity development in teaching and learning functions and structures, policies and strategies stemming from the UNESCO CapED programme, the Continental Education Strategy for Africa (CESA) and sustainable development goals, including collaborative work within UNESCO on gender, education in emergencies and curriculum for teacher education.

He/ She will be responsible of extra budgetary projects implemented in selected countries and assure leadership and management of all team members of those projects. The work and production will be subjected to internal validation under the responsibility of the Programme Coordinator. More specifically, the selected candidate will be assigned the following tasks:

- Assist African and CapED countries in the development, implementation and monitoring of teacher policies:
  - a. Support in the development of holistic teacher diagnostic studies;
  - b. Support the discussions and definitions of teacher policy development processes and the development of national strategy documents.
- Lead the portfolio of CapED countries on teacher related issues:
  - a. Policy dialogues with the relevant authorities of the countries;
  - b. Provision of technical assistance in partnership with CapED coordinators in the implementation of activities required to attain country programme outputs aligned with the global CapED results framework for teachers;
  - c. Dialogue, exchange and coordination with development partners in country.
- Support international initiatives for the SDG4 - education 2030 agenda:
  - a. Production of comparative analysis and synthesis on teachers in Africa;
  - b. Design tools for teacher policy formulation and teachers' motivation framework;
  - c. Creation of training materials and/or outreach.
- Contribute to the production, use and dissemination of information in CapED network and Education sector:
  - a. Participate in the drafting of methodological notes, thematic and country notes;
  - b. Participate in updating the website [www.iicba.unesco.org](http://www.iicba.unesco.org) and draft policy briefs and releases.

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## Competencies

A successful candidate will be required to demonstrate the following competencies:

### Core Competencies

Accountability  
Communication  
Teamwork  
Innovation  
Results focus  
Planning and organizing  
Knowledge sharing and continuous improvement

### Managerial Competencies

Driving and managing change  
Strategic thinking  
Making quality decisions  
Building partnerships  
Leading and empowering others  
Managing performance

For detailed information please consult the [UNESCO Competency Framework](#)

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## Required qualifications

### Education

- Advanced university degree (Master's degree or equivalent) in the fields of education, social sciences or related fields.

### Work Experience

- Minimum 7 years of relevant progressive working experience in technical assistance and project management.
- Working experience with the ministries of African countries and development partners.
- Proven experience in programme management and teacher policy formulation.

### Skills and competencies

- Demonstrated leadership, management and supervisory skills;
- Analytic, strategic and thinking skills, collaboration and knowledge sharing and performance orientation (managing for quality and results);
- Consensus building abilities and persuasion skills ;
- Knowledge of African region and African education systems.

### Languages

- Excellent knowledge of English or French (oral and written) and good knowledge of the other.
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## Desirable qualifications

### Education

- A PhD in the field of education, social sciences or related area.

### Work Experience

- 3 years of progressive relevant working experience acquired at the international level;
- Working experience with CapED programme;
- Knowledge of UNESCO and CapED networks;

### Skills and competencies

- Ability to work under pressure.
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*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.*

*Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.*

*UNESCO applies a zero tolerance policy against all forms of harassment.*

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

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## Languages

- Knowledge of other regional languages.
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## Assessment

An assessment exercise may be used in the evaluation of candidates

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## How to apply

Please submit via email: i) a full CV using the UNESCO form available at <https://en.unesco.org/careers/media/3705>; ii) a letter of motivation (2 pages maximum); and iii) a list of 3 references (name, title, organization, telephone, email), including at least one current or former direct supervisor. Address email to: [recruitment.iicba@unesco.org](mailto:recruitment.iicba@unesco.org), by 31 January 2019 (**midnight, Addis-Ababa time**). Kindly use as email subject header: **Senior Project Coordinator (regional CapED)**.

Only pre-selected candidates will be contacted.

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## Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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