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Organização das Nações Unidas para a Educação, a Ciência e a Cultura
Representação da UNESCO no Brasil

Job Title: Programme Assistant (Education Coordination)
Duty Station: Brasilia, BRAZIL
Grade: L7 (full time)
Vacancy Number: VN/PROG/ED/GS/20/003
Closing date: 28 September 2020
Recruitment: Internal/External

Purpose of the position: The Education Sector coordination is established with the aim to support the Director of the Office in education themes. This assignment will also contribute to ensuring UNESCO’s mandate as lead United Nations agency on the Sustainable Development Goal 4 on Education. Under the authority of the Director and Representative of UNESCO in Brazil and the direct supervision and guidance of the Education Coordinator (ED), the incumbent will be responsible for the following actions and tasks:

Main responsibilities:

- Review and analyse requests, incoming and outgoing documents and reports, identifying in these documents critical elements that should be highlighted for the attention of the Education Coordinator; obtaining additional information or clarification when necessary; preparing recommendations for the Coordinator's consideration;
- Support the ED Coordinator in carrying out research and consultations in preparation of meetings of the Director of the Office with personalities in domains related to Education and ensure that proper follow-up actions are taken by Programme Sectors and Services;
- Support the ED Coordinator in reviewing documents and briefing notes on Education-related topics, including for submission to UNESCO’s sectors;
- Provide input to the ED Coordinator for the Director of the Office public statements and communications on Education;
- Assist the ED Coordinator in constantly liaising with the Education Sector at UNESCO Headquarters, with the Regional Bureau for Education in Latin America and the Caribbean (OREALC), with UNESCO institutes and other field offices;
- Assist the ED Coordinator in the provision of technical cooperation to the Ministry of Education by coordinating joint actions;
- Technically assist the ED Coordination in the planning and implementation of Regular Programme Activities pertaining to the Education area and provide for the necessary reporting and administrative procedures related to those activities;
- Assist in the implementation of cooperation projects under the responsibility of the ED Coordination by contributing to the elaboration of the project document, discussing its implementation with partner institutions, and monitoring progress;
o Assist in the analyses and in the assessment of the activities and reports of the consultants who participate in the projects concerned;

o Assist the ED Coordination in activities related to elaboration and analyses of the terms of reference, following up all steps related to hiring specialists and technicians who shall be involved in the project’s execution;

o Follow-up and contribute to the proper execution of projects in the educational area;

o Organize and participate in meetings, conventions and other events related to the projects and educational issues, by organizing committee and panel coordination, as necessary;

o Provide technical reports based on educational research and analyze database of the studies that are being developed;

o Assist the ED Coordination on monitoring and supervision of the established project actions and be responsible for the contacts between UNESCO sector and other entities;

o Follow up and contribute to the UNITWIN/UNESCO Chairs Programme and UNESCO Associated Schools Network;

o Assist and monitor the processing of the administrative documents, organizing all project documentation – making hard and electronic files when necessary;

o Assist the ED Coordination by preparing correspondence, documents and reports;

o Organize travels, missions, meetings, events and seminars, at which UNESCO is represented;

o Perform other duties as required by the supervisors.

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

Required qualifications:

**Education:**
Completion of secondary education is the minimum educational background required. University degree in the fields of education or social area will be an asset.

**Work Experience:**
A minimum of seven (7) years of progressively responsible professional experiences in the field of education and/or international relations.
Experience at the international level or international organization program and project.
Previous experience in managing technical cooperation projects’ activities and expenditures.
Experience in providing assistance to Senior Management at the national or international level is also required.
Desirable experience in working with International Organizations.

**Skills and Competencies:**
Knowledge of UNESCO Education Sector’s work and programmes.
Strong sense of ethics, initiative, accountability, discretion and maturity of judgement.
Sense of diplomacy and integrity.
Good understanding of the United Nation system, international relations and geopolitics.
Capacity to deal with sensitive topics and keep information confidential.

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Strong interpersonal and teamwork skills.
Capacity to work in, and adapt to, multicultural environments.
Capacity to work under stress and to maintain deadlines.
Good IT skills (Microsoft package), including experience in the usage of computers and office software packages (MS Word, Excel, Power Point, etc.). Experience in handling of web-based management systems.

**Competencies (Core / Managerial)**
- Communication (C)
- Accountability (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)

For detailed information, please consult the [UNESCO Competency Framework](http://app3.brasilia.unesco.org/vagasubo/).

**Languages:**
Proficiency in Portuguese and English. Working knowledge of Spanish will be an asset.

**Assessment:** An assessment exercise may be used in the evaluation of candidates.

**Conditions of Employment:**
This assignment is of full-time nature (Monday to Thursday: 8h30 to 12h30 / 14h to 18h; Friday: 8h30 to 14h). For this position, the monthly remuneration, which will be paid in local currency, will be BRL 8,735.31.

The initial contract is intended for 1 year and shall be linked to a project-funding source, which is expected to be renewed. Any contract renewal shall be dependent upon budgetary availability and satisfactory services. Further information regarding contractual modality as well as the applicable benefits package will be provided for short-listed candidates only.

**How to apply:** Qualified candidates should send application to UNESCO Human Resources Unit in Brasilia, by e-mail brz-trabalheconosco@unesco.org or by mail to UNESCO Brasilia Office, SAS - Quadra 5 – Bloco H - Lote 6 Ed. CNPq/IBICT/UNESCO - 9º andar, CEP: 70.070-914 – Brasilia /DF – Brasil, attaching a motivational letter together with an updated Curriculum Vitae, preferably in the official UNESCO form ( Modelo Oficial de Currículo da UNESCO) which can be found at http://app3.brasilia.unesco.org/vagasubo/.

**Vacancy Number (VN/PROG/ED/GS/20/003) and Job Title (Programme Assistant - Education Coordination)**
**MUST BE MENTIONED IN THE SUBJECT OF THE E-MAIL APPLICATION**

APPLICATIONS SUBMITTED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED

Publication date: 18 September 2020

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