

**Title:** Senior Project Officer in Education

**Domain:** Education

**Grade:** P-4

**Organizational Unit:** UNESCO IITE

**Primary Location:** Moscow, the Russian Federation

**Type of contract** Project Appointment

**Duration of contract:** One-year with possibility of extension depending on availability of funds and satisfactory performance

**Annual salary:** 113 176 USD

**Deadline** (*midnight, Moscow time*): **13 April 2018 (1month)**

**Application to be sent to:** [applicationsmoscow@unesco.org](mailto:applicationsmoscow@unesco.org)

## OVERVIEW OF THE FUNCTIONS OF THE POST

### I. Background

Under the overall authority of the Assistant Director-General for Education (ADG/ED), and the direct supervision of the Director of the UNESCO IITE in Moscow, and in close cooperation with the staff (Directors, Chief of Sections, Programme Specialists) in ED Sector at UNESCO Headquarters and in the field offices, the incumbent will serve as UNESCO Senior Project Officer in Education. The incumbent will work within the framework of UNESCO's Medium-Term Strategy for 2018-2021 and the Programme and Budget (39 C/5) as well as in accordance with the Statutes and the Medium-Term Strategy of the UNESCO IITE for 2018-2021.

The incumbent will be responsible for policy and research in the area of ICT in education globally among Member States, develop and provide them with policy advice, conduct analysis and research in this field. The post incumbent will also lead the team for Policy and Research, and be responsible for coordinating Institute's strategic programme planning, implementation, monitoring and reporting.

### II. Duties and Responsibilities

- Policy development and advocacy**

Assist Member States in the analysis, development and implementation of national policies and strategies of ICT in education to achieve SDG4.

Conduct case studies for targeted countries and regions and prepare reports on policy and strategy analysis at country, regional and global level.

Conceptualize and ensure organization of global and regional forums (conferences, expert meetings, other) for policy dialogue and advocacy in promotion of ICT in education.

- Evidence-based research on ICT-enabled innovative pedagogy**

Monitor trends, needs and gaps in the development and use of ICT in education, identify key research needs at global, regional and country levels, conceptualise and lead research activities in collaboration with IITE's staff and partners.

Collect and analysis data and best practice examples of creative use of ICTs in transforming teaching and learning, conduct foresight research in ICT-enabled innovative pedagogy, ensure production and dissemination of high quality, relevant and up-to-date data, case studies, and reports.

Ensure the development, production and dissemination of IITE's new journal on ICT and innovative pedagogy, ensure the high quality of publications through working together with the journal's editorial board, experts and best practice pioneers.

- **Coordination of programme planning, implementation, monitoring and reporting**

Provide technical guidance and advice for formulation, revision and update of the Institute's programme plans in line with UNESCO and the Insitutue's medium-term strategic priorities and current trends in the development and use of ICT in education to achieve SDG4.

Work closely with the IITE's section chiefs and other staff members to ensure coordination of the IITE's programme planning, implementation, monitoring and reporting, as well as communication for building IITE's visibility within and outside of UNESCO.

- **Clearing house and networking**

Collect, repackage and disseminate information about policy and strategy, events and activities, best practice examples, publications and other resources related to the use of ICT in education.

Conceptualize and ensure the development and routine management of IITE's clearing house which provides, through IITE's website and social media, global information on ICT in education to policy makers, international education community, UNESCO partners and the public.

- **Cooperation Partnership and fundraising**

Establish and maintained strategic partnership and cooperation with UN agencies, national commissions for UNESCO, UNESCO HQs, field offices and institutes, governmental and non-governmental organisations, educational and other institutions and particularly with donors and partners from private sector for joint programming and fundraising.

Ensure synergies and greater impact in IITE's programming related to policy advocacy and knowledge dissemination through partnerships and cooperation with multiple stakeholders including media, academia, public and private sectors.

- **Management of team**

Manage and supervise the staff of the team in the implementation of the workplans.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Advanced university degree (equivalent to Master) in education, social sciences or any related fields.

### WORK EXPERIENCE

- Minimum 7 years of progressively responsible relevant professional experience in the field of ICT in education, educational policy, educational planning, educational management or education sector analysis, of which at least 3 years acquired at the international level;
- Experience in managing staff and teams;
- Proven experience in formulating and monitoring national education plans, policies and strategies, education sector analyses;
- Proven experience in development, implementation and evaluation of programmes and projects related to ICT in education, educational planning, educational management or education sector analysis.

### SKILLS/COMPETENCIES

- Demonstrated skills in resource mobilization through negotiation and effective engagement with development partners and donors;
- Proven ability to draft high quality, clear, concise documents and reports;
- Excellent coordination, interpersonal and communication skills;
- Demonstrated leadership, management and organisational skills;

- Integrity and fairness, cultural, gender, religion, nationality and age sensitivity;
- Solid computer skills including advanced knowledge of office software and knowledge of database and analytical tools software.

#### LANGUAGES

- Excellent knowledge (written and spoken) of English.

### DESIRABLE QUALIFICATIONS

#### EDUCATION

- Advanced University degree (equivalent to Master) in the field of ICT in education, educational policy, educational planning, educational management or education sector analysis;
- Advanced University degree (Ph.D. or equivalent) in the field of education or related area with a focus on ICT in education.

#### WORK EXPERIENCE

- Proven experience in providing expert advice in ICT in education, educational policy, reform and strategic planning at international level.

#### SKILLS/COMPETENCIES

- Familiarity with the work and functioning of the UN System;
- Knowledge of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs);
- Sound knowledge and experiences in both pedagogy and the use of ICT in education, particularly in the area of policy and research;
- Leadership skills in coordinating, planning, implementing, monitoring and reporting on programmes of ICT in education; strong skills in result based management and result based budgeting;
- Creativity and innovation for promoting ICT in education transformation for achieving SDG 4.

#### LANGUAGES

- Good knowledge of Russian and French.

### BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in USD and exempt from income tax.  
Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance.  
Please note that UNESCO is a non-smoking Organization.

### HOW TO APPLY

To apply, please send your application letter, [UNESCO CV](#), in English to the UNESCO IITE address (8 Kedrova St. (Bldg. 3), 117292 Moscow, Russian Federation), or by email [applicationsmoscow@unesco.org](mailto:applicationsmoscow@unesco.org). Application files will have to reach UNESCO before **13 April 2018** midnight (Moscow time). In subject please indicate *"Application to Senior Project Officer in Education post, P-4."*

**Please note that only pre-selected candidates will be contacted.**

A written test may be used in the evaluation of short-listed candidates.  
UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.  
UNESCO does not charge a fee at any stage of the recruitment process.