Post Title: Project Manager (Technical Expert)
Duty Station: Rio de Janeiro, BRAZIL
Grade: NO-C
Vacancy Number: VN/PROG/ED/10/NPO/010
Closing date: 2 January 2011
Recruitment: External/Internal

Purpose of the post: The UNESCO Office in Brazil has signed a cooperation agreement with the Municipality of Rio de Janeiro to improve the learning achievements of basic and lower secondary education students in schools of socially and economically deprived areas of the Municipality. In these communities violence is a factor strongly affecting school performance, and the project will address the impact of violence on the education process.

Main responsibilities: Under the authority of the Director of the Office and direct supervision and technical guidance of the Education Coordinator, the post serves as Project Manager (Technical Expert) maintenance in addition to ED Sector Technical control functions. In particular, the incumbent participates in managerial tasks of the sector as well as in the procedures and control functions, to achieve compliance with UNESCO's Rules and Regulations. To this end, the successful candidate shall:

- Plan and support the implementation of the project with the Municipal Secretariat of Education of Rio de Janeiro to improve quality education, with particular regard to achievement, in vulnerable areas of the municipality.
- Plan and implement activities within the scope of the projects in the areas concerned.
- Discuss strategies and priorities for the development of the project.
- Provide technical expertise to UNESCO and partners in the area of quality education and education in vulnerable areas.
- Analyse and evaluate the activities and reports of the consultants who participate in the projects.
- Draft comments on project progress as an input to overall project monitoring, revising individual project budgets on the basis of work plans.
- Carry out meetings and contacts with institutions, agencies heads and technicians, study and research centers, to ensure quality project development.
- Ensuring technical and financial project evaluation, control and follow up.
- Participate and represent UBO in meetings, conferences and other events connected with the project, as needed or requested.
- Supervise the specialists involved in the projects under his/her direct responsibility.
- Evaluate, systematize and disseminate the experiences, initiatives and best practices developed.
- Perform any other duties as required by the Education Coordinator.

Profile:
Master's degree in Education, combined with excellent technical knowledge acquired through formal advanced study. 4 to 7 years of practical experience (preferably more) in positions of leadership and diversified fields of knowledge, preferably in governmental institutions, private companies and international organizations. Relevant professional experience in the field of education involving vulnerable communities or conflict areas is an asset. This post also requires excellent knowledge of one of the official UNESCO working languages (English or French). Knowledge of Portuguese would be an advantage. Previous experience within UN agencies would also be an asset.

Additional competencies required:
- Wide and diverse experience working as a coordinator or team member of thematic projects and/or coordinating inter-disciplinary teams. Wide, updated knowledge of related themes; team builder and leader; respect for and commitment to organizational principles; ability to work with people of varied cultural, technical and intellectual backgrounds; capacity to work to tight deadlines; creativity and innovativeness; possessing a spirit of cooperation; persuasiveness and political astuteness; negotiating skill; problem-solving skills.
- 4 to 7 years of practical experience (preferably more) in positions of leadership and diversified fields of knowledge, preferably in governmental institutions, private companies and international organizations. Relevant professional experience in the field of education involving vulnerable communities or conflict areas is an asset. This post also requires excellent knowledge of one of the official UNESCO working languages (English or French). Knowledge of Portuguese would be an advantage. Previous experience within UN agencies would also be an asset.

Conditions of Employment:
For this post, the monthly remuneration, which will be paid in local currency, will be BRL 12,924.58 (at the time of publication equivalent to USD 7,602.69). The initial contract is intended for a 1 year duration. The project duration is intended for 3 years and contract renewals will be dependent upon budgetary availability and satisfactory services. Further information regarding contractual modality as well as benefits package applicable 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 trabalheconosco@unesco.org.br 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 an updated Curriculum Vitae, a motivational letter together with a completed official UNESCO form (Modelo Oficial de Currículo da UNESCO) which can be found at http://www1.brasilia.unesco.org/vagasubo/.

VACANCY NUMBER (VN/PROG/ED/10/NPO/010) AND POST TITLE (Project Manager – Technical Expert) MUST BE MENTIONED IN THE SUBJECT OF THE E-MAIL APPLICATION.
APPLICATIONS SUBMITTED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

Publication date: 24 November 2010

UNESCO is committed to gender equality in its programming and to gender parity within UNESCO Brasilia Office.