



*UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.*

## Vacancy

### **Senior Expert in Early Childhood Care and Education (P-5) for the preparation and organisation of the 2010 World Conference on ECCE**

UNESCO is organising the **World Conference on Early Childhood Care and Education (WCECCE)** in September 2010 in Moscow, in cooperation with the City of Moscow and the Russian Federation, as part of its global efforts toward achieving the Education for All and Millennium Development Goals. The Organisation is looking for a **senior expert (P-5) in early childhood care and education** to oversee and lead the preparation and organisation of and initial follow-up to the WCECCE. The incumbent will work under the overall authority of the Director of the Division for the Promotion of Basic Education (ED/BAS) and under the direct supervision of the Chief of Section for Inclusion and Quality Learning Enhancement (ED/BAS/IQE) of the UNESCO Education Sector, located in Paris, France.

#### **Main responsibilities**

- Support the Director of ED/BAS to coordinate the planning and organisation of the meetings of the WCECCE Task Force, including the development of all working documents of the meetings, preparation of the minutes of the meetings, correspondence with Task Force members and other relevant parties, and logistical arrangements required.
- Coordinate the planning and organisation of the meetings of the WCECCE Expert Committee, including the development of all working documents of the meetings, preparation of the minutes of the meetings, correspondence with the members of the Expert Committee and other relevant parties, and logistical arrangements required. Provide leadership in the issues of substance and policy directions of the conference in the meetings and online discussions and exchanges. Ensure the timely production of all conference papers and materials.
- Liaise with the relevant units, offices and institutes of UNESCO, relevant international partners and selected international and regional early childhood care and education networks for collaboration, coordination and support for the WCECCE and regional consultations undertaken as part of the preparation for the conference.
- Prepare briefings and background materials on the WCECCE for UNESCO management, governing bodies and public information.
- Ensure the development and implementation of effective funding and communication strategies for the WCECCE to ensure the availability of sufficient resources and harmonised messages.

#### **Profile**

- Advanced university degree (preferably at PhD level) in the field of education or other social sciences, and a specialization in early childhood care and education is required. Background in other related disciplines is welcome.
- At least ten to 15 years of professional experience, including at least seven years acquired at the international level or in an international organization. Experience from the field is desirable.
- Solid working experience in strategy and programme development, policy research and analysis, capacity development, production of publications and preparation of advocacy materials for different media and target audiences. Experience of working with expert networks and partnership programmes.
- Advanced knowledge of information technologies, solid capacity for networking, organization and coordination of programme activities and meetings, excellent communication skills, both oral and written and high ability to work in a multicultural team, take initiative, provide support to others and deliver quality services.
- Excellent knowledge of English is required. Ability to work in French will be an asset. Ability to work in other UN official languages will be an added advantage.

#### **Conditions of employment**

The position is an appointment of limited duration for a period of 18 months, starting in September 2009. Annual remunerations, exempt from taxation, according to qualifications and experience at P5 level will be approximately US\$82,600. - Plus a post adjustment which reflects the cost of living in a particular duty station and exchange rates and a family allowance if applicable. The Senior Expert will be selected through an open competitive process. Only short-listed candidates will be contacted. Developing country national and women are encouraged to apply.

#### **How to apply**

Applications should be sent electronically **before the closing date of Friday, 10 July 2009** to the following address: **dadg-epm@unesco.org** quoting reference **ECCE Senior Specialist**.