

## VACANCY NOTICE

**Post Title:** PROJECT ASSISTANT

**Project:** Youth empowerment through Technical and Vocational Education and Training (TVET) in The Gambia

**Grade:** SB-3/5 Classification of United Nations in Senegal

**Mensual gross remuneration (APPROX):** 750 000 FCFA

**Type of Contract:** Service Contract

**Duration:** 1 year, with possibility of extension depending on availability of funds, performance and duration of the project

**Organizational unit:** UNESCO Regional Multi-sectoral Office for West Africa-Sahel

**Duty Station:** Dakar, Senegal

**Deadline of Application:** 04 February 2019

### **Background**

The UNESCO Regional Office for West Africa-Sahel (UNESCO Dakar) represents UNESCO in seven West African countries in all UNESCO's fields of competence. The mission of UNESCO Dakar in education is to support countries in strengthening their education and learning systems in pursuit of SDG4 as well as the education-related targets of other SDGs, in congruence with the African Union's Agenda 2063 and the Continental Education Strategy for Africa (CESA-2016-2025). UNESCO Dakar supports countries in rethinking and re-envisioning education and training for all, contributing to peaceful, sustainable and healthy societies. It intervenes at all levels and learning pathways, from early childhood to higher education including technical and vocational education and training, youth and adult literacy, and through formal, non-formal and informal education and learning.

As part of its education programme and in line with the UNESCO TVET Strategy (2016-2021), UNESCO in partnership with the Republic of Korea (through KOICA) has set up a four-year project titled "Youth empowerment through Technical and Vocational Education and Training (TVET) in The Gambia" in order to improve the employability of youth. It will contribute to the development of sustainable, affordable, accessible, relevant and quality Technical and Vocational Education and Training (TVET) in The Gambia.

UNESCO Dakar will assume the coordination of the implementation of the project. The project coordinator (the UNESCO TVET Programme specialist) of the project based in Dakar is looking for a qualified, experienced and motivated expert who will assist him in the daily management of the project.

### **Duties and Responsibilities**

Under the overall authority of the Director of UNESCO Dakar and the Chief of the Education sector, and the direct supervision of the TVET Programme specialist (the Project Coordinator), the Project Assistant will support the project coordinator in the coordination of the project activities, as well as the deputy project coordinator in the local implementation of the project.

He/she provides support in the decision-making concerning the actions to achieve the expected results described in the Project Implementation Plan, according to the required quality standards taking into account the specificities and time and cost constraints involved.

The Project Assistant shall assume the following functions:

- ✓ Support in the review and update of the project implementation plan and regularly monitor its implementation;
- ✓ Support in the elaboration of terms of reference, manage contracts and provide inputs regarding planned activities and outcomes of the project;
- ✓ Maintain regular relations with the deputy coordinator in the Gambia;
- ✓ Ensure the follow-up of the accounting and financial management of the Project;
- ✓ Ensure regular liaison with KOICA (Senegal);
- ✓ Contribute to the preparation of the various technical and financial progress reports and project implementation plan , in accordance with the Project document;
- ✓ Interact on a frequent basis with colleagues and external partners in TVET;
- ✓ Others task proposed by the direct supervisor.

### **Required Qualifications**

- Advanced University Degree (master or equivalent) in Project Management, Monitoring and evaluation, management, economy, business administration or any other related field;
- At least 3 years of professional experience in the field of Project management, monitoring and evaluation in education or another relevant sector;
- Experience in procurements and working with stakeholders, including development partners;
- Fluency in English and good knowledge of French.

### **Skills/Competencies**

- Technical expertise in project management or monitoring and evaluation;
- Teamwork;
- Written and oral communication skills, including drafting skills;
- Creativity and innovation;
- Result-based management;
- IT skills, including knowledge of statistical software, MS Word and Excel.

### **HOW TO APPLY**

*Interested candidates should submit their application, including motivation letter and curriculum vitae, by email to UNESCO Dakar Office ([recruitment.breda@unesco.org](mailto:recruitment.breda@unesco.org)) by 04 February 2019 at the latest, mentioning in the Subject “UNESCO-KOICA/TVET GAMBIA-ASSISTANT PROJECT”.*

*NB: Only shortlisted candidates will be contacted.*