

VACANCY NOTICE

Post Title: DEPUTY PROJECT COORDINATOR

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

Grade: SB-5/4 Classification of United Nations in The Gambia

Annual gross remuneration (APPROX): 1 214 250 Dalasis.

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: Banjul, the Gambia

Deadline of Application: 01 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.

To ensure the implementation of the project, UNESCO Dakar is looking for a qualified, experienced and motivated expert who will be in charge of its general management.

Duties and Responsibilities

Under the overall authority of the Director of UNESCO Dakar and the Chief of the Education sector, in close collaboration with the UNESCO National Commission in The Gambia, and the direct supervision of the TVET Programme specialist (the Project Coordinator) in Dakar, the Deputy Project Coordinator must ensure the local coordination of the implementation of the overall activities related to the project.

He/she is responsible for the daily management, as well as supports in the decision-making concerning all the actions to be carried out within the framework of the project. Its main responsibility is 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 Deputy Coordinator shall assume the following functions:

- ✓ Design and update the detailed work plan and regularly monitor its implementation;
- ✓ Draft terms of reference, manage contracts and provide inputs regarding planned activities and outcomes of the project;
- ✓ Ensure a quality achievement of the programme outputs in line with UNESCO qualitative standards and “the project document”;
- ✓ Maintain regular relations with national counterparts and key stakeholders (Ministries, KOICA, TVET providers, regional and local authorities, private sector...);
- ✓ Ensure the effective implementation of the Project, its orientation, and identify the actions to be taken, while ensuring an optimal and coherent allocation of human and financial resources;
- ✓ Ensure the follow-up of the accounting and financial management of the Project;
- ✓ Carry out frequent missions in the field and ensure direct and permanent liaison with UNESCO Dakar and KOICA (Senegal);
- ✓ Ensure dialogue and communication with the population and all project partners and serve as the main representative of the project to the community of partners, the private sector and other stakeholders in The Gambia;
- ✓ Prepare and submit the various technical and financial progress reports and project work plans, in accordance with the Project document;
- ✓ Others task proposed by the direct supervisor.

Required Qualifications

- Advanced University Degree (master or equivalent) in Project Management, Monitoring and evaluation, Education, or related discipline or equivalent professional experience;
- At least 7 years of professional experience in the field of monitoring and accounting/financial management of development projects in TVET sector or another relevant sector;
- Have a solid knowledge of the policies and strategies for the development of technical and vocational training and employment in The Gambia;
- Experience in coordination, participatory approaches with companies, local communities and working with partners, including technical and financial partners (TFPs);
- Have the ability to lead a multidisciplinary Project/Programme team;
- Fluency in English and good knowledge of French.

Skills/Competencies

- Technical expertise in TVET
- Technical expertise in project management or monitoring and evaluation
- Teamwork
- Communication
- Creativity and innovation, and
- Result-based management.

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) by 01 February 2019 at the latest, mentioning in the Subject “UNESCO-KOICA/TVET GAMBIA”.

NB: Only shortlisted candidates will be contacted.