

Title:	Project Officer
Domain:	Education
Grade:	P3 – Monitoring and Evaluation (M&E) and Research
Organizational Unit:	Section of Health and Education
Duty Station:	Paris, France
Type of contract:	Project Appointment
Duration of contract:	1 year with the possibility of extension subject to satisfactory performance and availability of funds
Annual salary:	Approx.. USD 86,193
Deadline (<i>midnight, Paris time</i>):	13 September 2019

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the posts

Under the overall authority of the Assistant Director-General for Education (ADG/ED), the leadership of the Director of the Division for Peace and Sustainable Development, guidance from the Chief of Section for Health and Education, and the direct supervision of the Team Leader “Safe and Healthy Learning Environments”, the incumbent is responsible for providing the following technical expertise:

Coordinate the compilation and analysis of the most relevant and up-to-date data related to health and education in the thematic areas where the Section works, including direct engagement in some instances, and help popularize this evidence in formats that are user-friendly to a broad audience, including policy makers and practitioners, in reports and other documents developed by the Section:

- Advise on most appropriate methods for research and data analysis for the research projects conducted and commissioned by the Section.
- Contribute to the overall process when the Sections commissions different types of research projects (literature review, rapid assessments, situation analyses, etc.) including development of Terms of Reference (TOR), review of applications and selection of researchers; and briefing of researchers.
- Support or lead the development of reports presenting a large amount of quantitative and qualitative data including review of relevance of data sources, review of accuracy of data analysis and synthesis conducted by researchers; review and editing of reports; overall supervision of contributors, writers and designers.
- Identify new data sources in the thematic areas where the Section works.
- Draft articles for scientific journals or coordinate drafting of articles by researchers who contributed to reports developed by the Section.

Contribute to the global debate, development and decisions on international indicators to be used to collect data on health and education:

- Coordinate exchange of information and data between the UNESCO Institute of Statistics (UIS) and other organizations collecting the data for relevant [Sustainable Development Goals](#) (SDGs), including in particular thematic indicators 4.a.2 on the prevalence of bullying and 4.7.2 on the delivery of sexuality education to ensure that the UIS is able to analyse data from as many countries as possible.
- Advocate for the integration of education-related indicators in global M&E frameworks measuring the health behaviours and education and health outcomes of children and young people and provide technical inputs on the most appropriate indicators.
- Advocate for the integration of indicators related to the health and well-being of children and young people /health education in global M&E frameworks measuring access to education and education outcomes.
- Support similar processes for the integration of appropriate indicators in regional M&E frameworks, working closely with colleagues in UNESCO field Offices including Regional Advisors for HIV and Health.

Strengthen reporting on the outcomes and impact of the work conducted and supported by the Section at global, regional and country level:

- Provide technical advice on the development of M&E logframes for projects implemented with support of the Section, including selection and definition of the most appropriate indicators, particularly outcome and impact

indicators.

- Provide UNESCO Field Offices with technical support for the use of indicators and data analysis.
- Support or lead the compilation, analysis and synthesis of data on the outcomes and impacts of projects implemented with support of the Section.
- Support or lead the development of reports presenting the outcomes and impact of the work conducted and supported by the Section at global, regional and country level in formats that are user-friendly to current and potential donors, policy-makers and partners.

Build and maintain partnerships on education and health with national authorities, UNAIDS cosponsors and other development partners and stakeholders:

- Represent UNESCO at external meetings and working groups. Coordinate UNESCO's input into appropriate forums, including international/regional conferences and through inter-agency mechanisms.
 - Coordinate partnerships and research with academic and other partner institutions.
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Competencies

The successful candidates will be required to demonstrate the following competencies:

Core Competencies

Accountability
Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Advanced university degree (Master's Degree or equivalent) in education, social sciences, public health or related fields.

Work Experience

- Minimum 4 years of progressively responsible relevant professional experience, of which 2 years acquired preferably at international level, in monitoring and evaluation and research on issues related to health and education and school health.

Skills and competencies

- Excellent knowledge of designing and conducting research using both quantitative and qualitative methods, and commissioning different types of research projects (literature review, rapid assessments, situation analyses, etc.) including supervision of researchers, review and editing of research reports;
 - Ability to develop technical reports presenting a large amount of quantitative and qualitative data, including supervision of consultants/researchers, writers and designers;
 - Strong knowledge of monitoring and evaluation, including development of global indicators, particularly in areas of health education and school health;
 - Excellent technical writing skills on issues related to health and education, including popularization of scientific data in a language accessible to policy-makers and the general public;
 - Understanding of programme reporting, describing the key outcomes and impacts of programmes for donors and other types of audiences;
 - Knowledge of one or several areas of health education and school health including sexual and reproductive health, school violence, nutrition, etc.;
 - Strong analysis and synthesis skills;
 - Good communication skills, including oral communication for presentation in meetings;
 - Excellent organizational, networking and partnership building skills;
 - Excellent interpersonal skills, tact and diplomacy;
 - Ability to multi-task, prioritize and deliver to deadline, as well as work under pressure.
 - Excellent IT skills, including knowledge of statistical software such as SPSS, SAS, STATA and spreadsheets.
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UNESCO applies a zero tolerance policy against all forms of harassment.

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Languages

- Excellent knowledge (oral and written) of English and working knowledge of French
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Desirable qualifications

Work Experience

- Experience in supporting ministries of education or other government bodies on education;
- Experience in UN and other relevant inter-agency mechanisms and networks;
- Experience of working with key donors and development partners on health and education;
- Experience working in a developing country setting;
- Experience of country contexts in different regions and a clear understanding of development work and of the education sector,

Skills and competencies

- Familiarity with UNAIDS priorities and programme mechanisms.

Languages

- Knowledge of another UNESCO official languages (Arabic, Chinese, Russian and Spanish)).
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Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

To apply, please send your application letter and UNESCO CV, in English by email to Ms Séverine Pillado se.pillado@unesco.org. Please use the reference “ED/PA: Project Officer M&E and Research” in the subject line of the email.

Application files will have to reach UNESCO by 13 September 2019 before **midnight** (Paris time).

Additional information about UNESCO and its work on HIV and health education is available from the website: <http://www.unesco.org/aids>

Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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