Title: Associate Project Officer  
Project: TVET Reform Project in Iraq  
Organizational Unit: UNESCO Office for Iraq, Education Unit  
Primary Location: Baghdad, Iraq  
Post Number: BAG-15-1-0009  
Type of contract: Service Contract (Ref UN SS NOA)  
Annual salary: Approximately USD 42,066  
Duration: One year  
Deadline: 16 January 2016  
Application to be sent to: rio@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background
TVET system in Iraq suffers from many years of insufficient policy development and limited budget allocation. Some symptoms of the current situation are poor and obsolete educational infrastructure and equipment, irrelevance of curricula in relation to labour market requirements, lack of substantial practical training, fragmentation of responsibilities into different ministries, low quality of teachers with no updated knowledge and skills, decreasing number of students, students' unclear status in programmes/awards, inadequate opportunities for youth and adults in life-long professional education and training, weak organizational structures and partnerships, and inefficient resource mobilization, distribution and utilization.

In order to address these issues, over the past few years the Government of Iraq (GoI) and the Kurdistan Regional Government (KRG) have shown renovated interest in improving the TVET system and adopted several national and regional policies for the expansion and improvement of TVET opportunities.

To support the GoI and the KRG on these on-going efforts, the project ‘Reforming technical and vocational education and training (TVET) in Iraq’ funded by the EU and implemented by UNESCO aims at increasing access to and improving the quality, relevance and responsiveness of the TVET system to the needs of the labour market and transform TVET in a key driver for Iraq’s economic growth, increased employment and improved social cohesion.

TVET is a complex policy area, situated at the intersection of education, training, social, economic and labour market policies. It is expected to address a range of issues such as the present and future skill demands of the economy; individual citizens’ needs for short- and long-term training, employability and personal development; and society’s requirement for active citizens among others. As such, successful TVET systems and their reforms should be based on the implementation of a whole series of interconnected policies, rather than a single-policy solution.
Accordingly, UNESCO has developed a multi-dimensional project with four main objectives:

1. TVET quality system improved and revised governance model operationalized;
2. A modern, demand driven TVET sub-sector supported by comprehensive interpretation of the current and expected future needs of the labour market;
3. Improved capacities and competencies of TVET stakeholders;
4. School to work transition of TVET graduates facilitated with working opportunities of vulnerable groups improved.

The project includes a number of inter-related interventions including the development of a multilevel governance model and a National Qualification Framework for the TVET sector; the development of a new curricula framework as well as a demand-driven curricula in selected specializations; provide training to TVET stakeholders at different levels; the creation of standardized frameworks of collaboration with employers and facilitating school to work transitions for TVET graduates.

II. Duties and requirements
Under the overall supervision of the Director of the UNESCO Office for Iraq and UNESCO Representative to Iraq, and the direct supervision of the Senior Project Officer, the candidate will be responsible for a) liaising with national and international stakeholders in the implementation of project activities in Iraq’s central and southern governorates; b) Contributing to their planning, implementation, and administrative follow up and c) contributing to their monitoring, evaluation and reporting.

The candidate will carry out the following tasks:

1) Liaise with national and international stakeholders and partners by:
   - Maintaining regular contact and facilitating communication and coordination with concerned ministries and governmental departments, other UN agencies, non-government organizations and other stakeholders;
   - Liaising and coordinate with national and international stakeholders to obtain maximum benefit and efficient use of resources in the implementation of project activities and avoid duplication of efforts;
   - Monitoring all TVET related initiatives in the central and southern governorates providing regular updates on them;
   - Representing UNESCO in relevant meetings and coordination groups with national and international stakeholders.

2) Contribute to monitoring and evaluation of activities:
   - Conduct regular visits to project activities to monitor progress and evaluate results and impact against project work plans and indicators and suggesting updates of the project log frames;
   - Provide technical support on monitoring project activities in particular in the development, implementation and progress tracking of the project action plan and annual work plans;
   - Provide appropriate and facilitative administrative follow-up actions to ensure effective application of monitoring and reporting tools;
   - Drafting periodic or ad-hoc analytical narrative reports.
3) Contribute to planning and implementation of activities by:
    Providing technical support to UNESCO and implementing partners working with the project on the implementation of project activities;
    Assisting in drafting the terms of reference for consultants and institutions;
    Preparing the agendas of meetings and training events;
    Ensuring follow-up of the implementation of the consultants contracts including the follow-up on payments.

4) Perform administrative and logistic tasks in close liaison with the Finance and Administrative Platform of the UNESCO Office for Iraq including:
    Contributing to prepare budgets for activities;
    Assisting in the monitoring of expenditures and in the preparation of budget revisions;
    Organizing workshops, training activities and missions in Iraq including identifying venues and services provided during the events, organizing travels, board and lodging of participants, organizing interpretation and translation services, ensuring the preparation of documents and reach-out material;
    Drafting internal memos and official correspondence.

**REQUIRED QUALIFICATIONS**

**EDUCATION**

- Advanced university degree (Masters or equivalent) in business administration, management, or any other related field.

**WORK EXPERIENCE**

- Minimum of four years of relevant experience in project management, monitoring and evaluation and reporting preferably in the field of education, vocational training, skills for work, career guidance and/or employment.

**SKILLS/COMPETENCIES**

- Good knowledge of project planning and management tools
- Good IT skills
- Strong facilitation skills and communication skills;
- Ability to adapt to dynamic environments;
- Previous experience in the Middle East would be an advantage;
- Ability to work effectively in a multicultural/multinational environment;
- A commitment to UN values of non-discrimination on the basis of race, gender, economic status, or religion.

**LANGUAGES**

- Excellent command of Arabic and English.
DESIRABLE QUALIFICATIONS

Skills/Competencies

- Building partnerships, creativity and innovation, results-based management and results-based budgeting, promoting organizational change and development;
- Knowledge of and experience in designing visibility material is a plus.

BENEFITS AND ENTITLEMENTS

The candidate shall be offered a Service Contract with a gross salary of approximately USD 42,066 per annum. The initial contract, which is for 12 months is subject of satisfactory service for a probationary period of 3 months, and contingent on the availability of funding.

Other benefits include 30 days annual leave.

HOW TO APPLY

Interested candidates should complete the attached United Nations Personal History form (P.11) with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address: rio@unesco.org.

Please indicate the post and vacancy number you are applying for. Incomplete P.11s will not be processed.

Applications can also be received via fax only if internet access is not available to apply online. A completed official UNESCO CV form (available from the UNESCO home page) should be sent to fax number: +962 6 5902350.

UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting the payment of a fee, please contact: rio@unesco.org.

Interested and suitable candidates should ensure that their application is submitted on or before 16 January 2016. Due to the large number of applications received, only applicants short-listed for interview will be contacted.

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