

**Title:** National Programme Specialist for Education  
**Domain:** Education  
**Post Number:** 3UYED1002 RP  
**Grade:** NOC

**Organizational Unit:** Education unit

**Primary Location:** Montevideo

**Recruitment open to:** Only nationals in Uruguay may apply for this post.

**Type of contract:** Fixed Term

**Annual salary:** In Peso Uruguayo

**Deadline (midnight Local time):** **4 August 2017 (17:00 Montevideo time)**

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Education, and the direct supervision of the Director of the UNESCO Office in Montevideo and Regional Bureau for Science, the incumbent will be part of a team of international and national staff in their respective education fields. The incumbent demonstrates a strong background and capability in policy and quantitative planning methodologies, as well as a vision intergrating education activities with those of other programmatic sectors, in particular Natural Science. The incumbent will be responsible for programme and project work, advice, research and knowledge management, networking, partnerships and resource mobilization and Education sector work as well as to multisectoral and cross country programmatic activities and initiatives. He/she will perform the following tasks among others:

- Participate in the conceptualization, design, planning, monitoring and implementation of the Regional Office's Education Strategy.
- Perform national capacity building related activities such data collection, data presentation and analysis, strategic scenario planning. Appraise and analyse education and training systems, assist the Ministries responsible for Education and officials, formulating sound policy advice and strategies.
- Provide technical support to UNESCO Montevideo's projects and programmes related to education sector particularly with regard to accelerating the achievement of EFA/UPE goals, advocating for the development and enforcement of laws by promoting free and compulsory education for all children, gender equality, inclusive education, TVET, secondary and tertiary education.
- Contribute to the development of a knowledge base on the programme, conduct assigned research in support of policy review, prepare background documents and reports of conclusions and recommendations.
- Articulate and propose strategies for UNESCO intervention and assistance in the field of emerging and innovative educational themes, in particular related to Sustainable Development (SD) and Disasters Risk Management (DRM).
- Contribute to UNESCO's involvement in the UN project management systems, including the preparation, development and implementation of the of CCAs, UNDAFs, CPDs and CPAPs.
- Contribute to resource mobilization to support sector wide-planning by developing concept notes, coordinating donor meetings and engaging in fundraising activities in line with UNESCO's overall strategy.
- Carry out project management for assigned projects, including backstopping, technical, financial and human resources management.
- Prepare quarterly/yearly work plan of regular budget programmes and extra-budgetary projects as per approved project documents, establish corresponding budgets, prepare mandatory and substantive budget revisions, review project requests for advance payments and

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply.*

*Worldwide mobility is required for staff members appointed to international posts.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

oversee financial management of education unit related projects, ensuring financial accountability.

## REQUIRED QUALIFICATIONS

### Education:

Advanced university Degree (Master's degree or equivalent) in education or in Natural Sciences, preferably related to planning, management, and research. A first-level university degree with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience:

A minimum of 4 years of relevant working experience in the field of education, preferably in planning, management/implementation of projects and programmes in science education, and in Disaster Risk Management.

### Skills/Competencies:

- Strong analytical and problem-solving skills.
- Strong knowledge of the education system and relevant education issues of Uruguay, Argentina and Paraguay.
- Demonstrated ability to operationalize programme concepts.
- Good written and oral communication skills.
- Ability to establish and maintain effective working relationships in an international and multicultural environment with external and internal partners.
- Ability to take initiative, establish priorities, coordinate and monitor own work plan. Results oriented approach to completing assigned tasks.
- Ability to work efficiently under pressure and in a multitasking manner, respecting tight deadlines and delivering on the standards required.
- Solid computer skills including advanced knowledge of office software such as Word and Excel.

### Languages:

Excellent knowledge of English and Spanish (written and spoken).

## DESIRABLE QUALIFICATIONS

### Education:

Academic background in the field of pedagogy, teacher education, gender equality, curriculum planning, economics of education, science education, education for DRM and ESD.

### Experience

Experience in monitoring, and evaluating projects and programmes, preferably within UN agencies and/or in other intergovernmental organizations.

### Languages:

Knowledge of French.

## BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in Pesos Uruguayos.

Other benefits include: 30 days annual leave, allowance for dependent children, pension plan and medical insurance. More details can be found in the ICSC Website <http://icsc.un.org/rootindex.asp>

**A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.**