Vacancy Notice # TAS/EDU/17/570RAS1002

**Title:** Programme Assistant on Gender in Education

**Domain:** Education

**Primary Location:** Tashkent

**Recruitment open to:** Only candidates national from Uzbekistan may apply for this post.

**Type of contract:** Service contract (10 months with possible extension and 3 months’ probation period)

**Deadline (midnight, Local time):** 31 May 2017

**OVERVIEW OF THE FUNCTIONS OF THE POST**

Within the United Nations Development Assistance Framework for the Republic of Uzbekistan, UNESCO is supporting the Ministry of Higher and Secondary Specialized Education in reviewing the education system through gender lens, and in updating the teacher education programmes to address gender sensitive education provision.

Within UNESCO’s regional project BC: 570RAS1002 “Enhancing Girl’s and Women’s Right to Quality Education through Gender Sensitive Policy Making, Teacher Development and Pedagogy” to promote gender equality in the Asia-Pacific region, under the China/HNA Funds-in-Trust, under the overall authority of the Head of UNESCO Tashkent and the direct supervision of UNESCO Tashkent NPO in Education, the incumbent shall support the design, implementation and monitoring of activities related to gender in education, in particular:

- Contribute to the design and implementation of activities related to gender under Joint Work Plan on Education within UNDAF 2016 - 2020 for Uzbekistan and ensure timely execution, anticipate bottlenecks and take appropriate actions to address the challenges;
- Contribute to the preparation of project documents (including concept notes for regional meetings, workshop/meeting programmes and synthesis reports), guidelines, as well as other documents that may be needed for the implementation of planned activities concerning projects on gender in education;
- Provide inputs and prepare briefings and progress reports related to the projects on gender in education;
- Draft correspondence and maintain close communication with the Ministry of Public Education, the Ministry of Higher and Secondary Specialized Education, the Centre for Secondary Specialized and Professional Education, and various methodological and research centers, teacher education institutions of these ministries in all matters related to the projects on gender in education;
- Identify appropriate regional and national partners to facilitate the implementation of the project activities;
- Contribute to the organization of workshops/meetings/conferences related to the projects on gender in education, including logistical and administrative arrangements;
- Provide technical support and assistance in monitoring the country-level project activities on gender in education, as assigned;
- Participate and provide technical inputs in meetings, as required.
REQUIRED QUALIFICATIONS

Education:

- University degree in the field of education and/or social sciences or related areas; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

- Minimum 2 years of relevant working experience in the field of gender in education, education planning, curricula design and related multimedia content development;

Skills/Competencies:

- Good knowledge and understanding of the UNESCO programme in the field of education and issues related to gender equality;
- Clear understanding of the national education system, national policies and programmes in education with particular focus on gender and human rights in education, teacher education and education planning;
- Ability to undertake research and analysis activities including the collection and synthesis of information and data from various sources;
- Excellent interpersonal and communication (oral and written) skills with proven ability to draft clearly and concisely and to produce high level quality briefings and other documents;
- Ability to work effectively in a team and to maintain effective working relations within a multicultural environment;
- Ability to manage a heavy workload and to meet tight deadlines, paying close attention to detail and quality of work;
- Excellent knowledge of standard office software and use of office equipment;
- Proven experience in providing support for the management and implementation of programmes and/or projects in the field of gender in education desirable;
- Relevant experience in the field of research and analysis is desirable.

Languages: Fluency in written and spoken English, Uzbek and Russian.

APPLICATION PROCEDURE

Please send your detailed CV on UNESCO’s form in English (http://www.unesco.org/new/en/tashkent/about-this-office/vacancies/), together with a letter of interest in a closed envelope, indicating the vacancy notice reference number (TAS/EDU/17/570RAS1002) and the post title “Programme Assistant on Gender in Education” to the attention of the Head of the UNESCO Tashkent by post or deliver it to the UNESCO Tashkent Office at 9, Ergashev Street, 100084, Tashkent, Uzbekistan. The application may also be submitted on-line to the UNESCO Tashkent mailbox: tashkent@unesco.org

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