

Job Title: YPP 2023_Associate Programme Officer

Post Number : YPP 2023_6HAEDxxxxRP

Grade : P-1 / P-2

Parent Sector : Education Sector (ED)

Duty Station: Harare

Job Family: Education

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : External candidates

Application Deadline (Midnight Paris Time) : xx-XXX-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Young Professionals' Programme (YPP) aims at bringing in young professionals improving the geographical representation of the Organization, promoting gender parity, enriching and diversifying the UNESCO family. This Programme provides talented, highly qualified university graduates and young professionals from non- and under- represented Member States the opportunity to join UNESCO at the early stage of their professional career.

*Below is a succinct profile of the **Associate Programme Officer** position, including a brief description of the organizational environment and a concise summary of required qualifications.*

Under the overall authority of the Assistant Director-General for Education (ADG/ED), and the immediate supervision of the Director of the UNESCO Regional and Multisectoral Office in Harare, the incumbent will contribute to UNESCO's education programme and project work, advice, capacity development, research, knowledge management, and networking, under Major Programme I – Education. This will demand supporting Member States of the Regional Office in their efforts to implement National Development Plans (NDPs) and the United Nations Sustainable Development Cooperation Framework (UNSDCF) towards realizing the 2030 Agenda for Sustainable Development and the African Union Agenda 2063.

In particular, the incumbent will be charged with providing technical support, research and analysis, with an emphasis on the national contexts to implement programme initiatives to promote learning and sustainable development and support the Member States to advance the transformation of education, research, contemporary environmental and societal challenges using digital solutions.

Specifically, the incumbent shall work as part of the Interdisciplinary team in the Multi-Sectoral Office in Harare, in collaboration with relevant stakeholders, and with technical guidance from Education Programme Divisions at UNESCO Headquarters and the Education Programme Specialists at the Multi-sectoral Regional Office for Southern Africa in Harare in order to:

- Provide professional, and technical support in the identification, design, planning and implementation, of programmes and activities in the field of technology enhanced /supported education.
- Contribute to building the institutional capacity of regional/national stakeholders in the effective use of digital and educational technologies for widening access and completion of all levels of education.
- Articulate and propose strategies for UNESCO's intervention and assistance in the field of emerging and innovative educational technologies within the frameworks of education for sustainable development (ESD), disaster risk education (DRR), global citizenship education, and artificial intelligence.

COMPETENCIES (Core / Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)

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

QUALIFICATIONS

Education

- An advanced university degree (Master's degree or equivalent) in education, education technologies, international education or a related social science discipline.

Work Experience

- Preferably two (2) years of relevant professional experience in the field of education, preferably in technologies in education, teacher training and capacity development.
- Experience of different education contexts and challenges in the Southern African Development Community (SADC) region would be a strong asset.

Skills & Competencies

- Ability to collect and analysis data.
- Ability to draft clearly and concisely.
- Knowledge of current technology platforms for education delivery would be a strong asset.

Languages

- English and French are the working languages of the Organization. Excellent knowledge (spoken and written) of English and a good knowledge of French is an asset.
- Knowledge of the other UNESCO official languages (Arabic, Chinese, Russian or Spanish) is an asset.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. Candidates are requested to upload the Employment History Form duly filled-in to the on-line profile. No modifications can be made to the application submitted.

Candidates are strongly encouraged to submit their application well before the deadline date. Only applications received through the recruitment platform will be considered.

The process will include pre-recorded video interviews and/or written assessments, interview (via MS Teams) with a Panel, as well as reference checks. In addition, candidates may be requested to provide additional information which may be pertinent to the position's qualifications.

Please note that the whole process can take up to six (6) months. All candidates, whether selected or not, will be informed in due course.

To be considered for the UNESCO Young Professionals Programme, candidates must:

- **Nationality:** Be a national of a non- or under-represented Member State in UNESCO.
- **Age:** Be 32 years of age, maximum (i.e. candidates born not before 1st January 1991).
- **Education:** Hold a completed advanced university degree (Master's or equivalent) and the fields of study should be related to:
 - Human Resources Management; Business Administration; Psychology; Law; Audit; Finance; Accounting; Media; Journalism; Public Information; Cultural Policies and Development;

International Relations and Political Sciences.

- Education; Natural Sciences; Social and Human Sciences; International Cooperation and Development.
- or in a field of direct relevance to the management and administration of an international organization (→ this will be specified in the vacancy notice).
- **Experience:** An initial professional experience is an asset, however it is not mandatory. Specialization in a field relevant to UNESCO's areas of expertise.
- **Languages:** Fluency in English or French (knowledge of both working languages is an asset). Knowledge of Arabic, Chinese Russian or Spanish is an additional asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 51 418 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.