

JOB ANNOUNCEMENT NO. JA 20-17

Date issued: 29 Nov 2017

Title	:	Programme Assistant - TVET
Level/Fee	:	L4 equivalent of the local UN salary scale
Organizational unit	:	TVET, Section for Educational Innovation and Skills Development (EISD), UNESCO Bangkok
Contractual status	:	Service Contract
Duration	:	Initial 3-month probationary contract; renewable subject to satisfactory performance and availability of funds
Deadline for Application	:	13 Dec 2017
Report to work	:	As soon as possible

Only candidates with a right to work in Thailand may apply to this position.

Background:

The Asia Pacific Programme of Educational Innovation for Development (APEID) was restructured in January 2016 and renamed as the Section for Educational Innovation and Skills Development (EISD). The EISD section aims to promote innovation in education and contribute to the capacity development of education systems in order to provide equitable, quality, relevant and technology-enabled lifelong learning and skills development opportunities for all towards sustainable development and peace in Asia and the Pacific. EISD's programme areas have been expanded to include the following: (i) Research and Foresight, (ii) Higher Education, (iii) Teachers, (iv) Education for Sustainable Development and Global Citizenship Education, (v) Technical and Vocational Education and Training (TVET), (vi) ICT in Education and (vii) Non-formal Education and Literacy.

Skills are vital for poverty reduction, economic growth and sustainable human resource development. Through its Strategy for TVET, UNESCO endeavours to boost the role of TVET in development and particularly in addressing youth unemployment, equity and income disparities. UNESCO's TVET Strategy (2016-2021) aims at supporting Member States efforts to enhance the relevance of their TVET systems and to equip all youth and adults with the skills required for employment, decent work, entrepreneurship and lifelong learning, and to contribute to the implementation of the 2030 Agenda for Sustainable Development as a whole.

It focuses on the following four areas for 2017-2018: 1) policy advice for the Member States to facilitate TVET; 2) supporting TVET policy development for employment and entrepreneurship; 3) skills needs and anticipation for specific sectors or industries; 4) research and development on the current issues in TVET in Asia-Pacific.

Major Duties and Responsibilities:

Under the overall authority of the Director of UNESCO Asia-Pacific Regional Bureau for Education, the direct supervision of the Section Chief of EISD and the Programme Specialist - TVET, the Programme Assistant shall be responsible for the following functions:

1. Assist in collecting and reviewing relevant data on TVET policy at the national and regional level, in the areas of TVET policies for employment and entrepreneurship, skill needs and anticipation, and so on;
2. Support the overall activities of the TVET-related projects, including:
 - i. Assist in the administrative and programme-related duties at meetings, workshops and forums.
 - ii. Assist with the organization and coordination of meetings, workshops and forums.
 - iii. Prepare and follow-up on administrative, financial and procurement processes and procedures related to these projects
 - iv. Prepare and keep track of contracts of consultants
 - v. Monitor and update budgets, financial transactions and balance statements
 - vi. Arrange staff missions and prepare travel orders and travel claims
3. Assist the Programme Specialist in various policy research projects, including reviewing current literature, identifying focal points of target countries, and drafting reports;
4. Undertake necessary missions to countries to follow up and monitor the implementation of project activities;

Qualifications/Requirements:

Education	<ul style="list-style-type: none"> • Minimum university degree in Education, Educational Technology, International Development, Education Policy, International Development or other relevant fields. Specialization in education policy or economics in developing countries would be an asset.
Language	<ul style="list-style-type: none"> • Excellent English language proficiency (comprehension, speaking, reading and writing).
Skills and competencies	<ul style="list-style-type: none"> • Proficient in the use of various office productivity software. • Proficient in the use of MS Excel for basic data entry and analysis. • Effective planning and organization ability. • Excellent communication, drafting and writing skills in English. • Capacity to follow up on issues independently with minimal supervision. • Proven ability to work efficiently in a dynamic and multicultural team environment.
Experience	<ul style="list-style-type: none"> • Minimum 3 years of relevant work experience in education, or development field in a similar function. Experience in a UN organization or other international organizations would be an asset. • Good knowledge of education issues and needs in Asia-Pacific countries.

Apply to:

Interested applicants are invited to submit an application letter in English (referencing the Job Announcement No. **JA 20-17**) together with a detailed resume including current salary (UNESCO CV/Application Form which can be found at: <http://en.unesco.org/careers/media/3705> or <http://bangkok.unesco.org/jobs>) and a list of three references (including name, position, address and contact details) by hard copy or e-mail before 13 December 2017 midnight (Bangkok time) to:

Chief, Administration and Finance Unit
UNESCO Bangkok Office
Mom Luang Pin Malakul Centenary Building
920 Sukhumvit Road, Klongtoey
Prakanong, Bangkok 10110 Thailand
Fax no: +(662) 391-0866
E-mail: hr.bgk@unesco.org

Only short-listed candidates will be contacted