Title: Programme Specialist in Education

Domain: Education

Grade: P-3

Organizational Unit: UNESCO Kabul Office

Location: Kabul, Afghanistan

Type of contract: Temporary Staff Appointment

Duration of contract: 11 months, expected to start as early as possible in early 2022

Deadline (Paris time): 5pm, 15 December 2021

Applications should be sent to: kh.tam@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

Following the changes in the de facto administration in Afghanistan in August 2021, many of the education development programmes and projects have been put on hold, subject to the donors' commitments, and many implementing partners temporarily suspended their operations to assess the new environment.

Both humanitarian and development education actors now operate in a context, without a policy framework, financing mechanism to channel aid or dialogue structure that is led by the government — all within a complex sanctions environment. Existing dialogue mechanisms such as the Local Education Group (LEG), the Education in Emergency (EiE) Working Group (WG) and the grant-specific Steering Committees remain without counterpart, and therefore lose their formal mandate of engagement on key sectoral financing and/or policy decision making.

Humanitarian and development actors have created a platform for information sharing, joint advocacy and decision-making. Alignment in messaging and actions enable all actors to reinforce humanitarian red lines and preserve development gains. UNESCO, as the co-leads of the Local Education Group (LEG), is in close coordination with the humanitarian and development actors, to facilitate the development of an education sector transitional framework to guide programming and investment through a rapid but consultative process for a transitional period. Humanitarian and development actors wishing to invest in the education sector may use the framework as a guide to align programming and investment along an overarching logical framework that supports outcomes for learners in Afghanistan.

In addition to coordination and engagement with the humanitarian and development actors in Afghanistan, continuous internal organizational contacts are required to carry out the work effectively and successfully and to ensure that there is a common understanding of objectives and work activities within UNESCO. It is important for UNESCO Kabul Office to exchange information, discuss trends and developments, and facilitate initial communication with colleagues within the Education Unit and the
Office, as well as in the Headquarters, Asia-Pacific Regional Bureau and Field Offices and Institutes as relevant.

While UNESCO and development actors are awaiting responses from the donor community about their commitment in development programmes and projects, UNESCO Kabul Office is undertaking reprogramming exercise of existing education programmes and projects and is exploring opportunities in mobilizing potential new partnerships and resources by participation in relevant national and regional mechanisms.

Under the overall authority of ADG/ED, the guidance of the Director, Kabul Office, and the immediate supervision of the Head of Education Unit, a temporary staff is being sought to serve as the Programme Specialist in Education to support the enhancement of UNESCO’s position in the education inter-agency coordination mechanisms in Afghanistan and contribute to the successful implementation of UNESCO’s education programmes and projects through resource mobilization and partnership development, in close coordination and collaboration with the programme/project officers at Education Unit, the Headquarters, Asia-Pacific Regional Bureau and other relevant units.

The incumbent will undertake the following broad-based tasks:

1. Support the Kabul Office to fulfill its role as the co-leads of the Local Education Group and Education Development Partners Group, and co-convener of a Joint Education Strategic Advisory Platform (40%);

2. Develop and coordinate the planning and implementation of Education Unit’s reprogramming of existing programmes/projects, resource mobilization and partnership development (20%);

3. Contribute to public information and communications of education programmes (20%);

4. Participate in and contribute to UNESCO internal coordination with the Headquarters, Asia-Pacific Regional Bureau and other UNESCO entities (15%); and

5. Perform other tasks assigned by the Head of Education Unit (5%).

REQUIRED QUALIFICATIONS

**Education**
- Advanced University degree (equivalent to Masters) in education, social sciences or in a related area.

**Work Experience**
- A minimum of 4 years of relevant professional experience in coordination and implementation of education programmes and projects.

**Skills/Competencies**
- Excellent understanding of education actors’ expectations and trends in the education sector;
- Strong sensitivity and adaptability in post conflict countries and diversity (culture, gender, religion, race and nationality);
- Integrity, reliability and sense of commitment in the execution of duties;
- Excellent coordination and organizational skills;
- Good analytical and problem solving skills;
- Excellent interpersonal and communication skills, including the ability to draft clearly and concisely;
- Ability to work effectively in a team and to maintain effective working relationships in a multicultural environment;
Ability to work under pressure, to manage heavy workloads and to meet tight deadlines, paying close attention to detail and quality of work; and

Strong IT skills including good knowledge of standard office software and online collaboration tools.

**LANGUAGES**

- Excellent knowledge (written and spoken) of English.

**DESIRABLE QUALIFICATIONS**

**WORK EXPERIENCE**

- Direct work experience in UNESCO in the field, ideally in crisis-affected contexts;
- Experience in building partnerships with a broad group of stakeholders, including governmental organizations, intergovernmental organizations, expert groups, private sector, civil society and NGOs; and
- Experience in resource mobilization and development of project proposals for donors.

**SKILLS/COMPETENCIES**

- Familiarity with the work and functioning of the UN System, including key mechanisms such as the UN Sustainable Development Cooperation Framework (UNSDCF), UN Country Team (UNCT) mechanisms, Delivering as One (DAO) and UN Joint Programming and UN inter-agency initiatives; and
- Knowledge of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs).

**Assessment**

The evaluation of candidates is based on the criteria in the vacancy notice, and may include a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

**Application**

Interested candidates please submit the below information by **5pm (Paris Time), 15 December 2021** to kh.tam@unesco.org:

1. Up to date CV; and
2. A brief note indicating your motivation to apply for this position and how your experience and qualifications make you a suitable candidate for the assignment.

**Benefits and entitlements**

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: annual leave, family allowance, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

According to the decisions by the International Civil Service Commission, all active-duty stations in Afghanistan are currently granted a four-week R&R cycle. The four-week cycle will be reviewed every three months. The designated duty station for R&R travel is Istanbul, Turkey, until further notice.

Please note that UNESCO is a no-smoking Organization.