

JOB ANNOUNCEMENT NO. JA 19-17

Date issued: 29 November 2017

- Functional Title** : Technical Assistant, EISD
- Level/Fee** : L5/1 level
- Organizational Unit** : Section for Educational Innovation and Skills Development, UNESCO Bangkok Office
- Contractual Status** : Service Contract (SC)
- Duty Station** : Bangkok, Thailand
- Duration** : Initial three months probationary appointment; renewal of contract is subject to satisfactory performance and availability of funds of funds
- Deadline for Application:** 15 December 2017
- Report to work** : As soon as possible

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

The Section for Educational Innovation and Skills Development (EISD) oversees several programme areas including (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, (vi) ICT in Education and (vii) Non-formal Education and Literacy. Its mission is 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 the region.

UNESCO Bangkok Office is seeking a Technical Assistant to provide technical support for the various programmes and ensure smooth implementation of its activities on various platforms and media.

Main Duties and Responsibilities:

Under the overall authority of the Director of UNESCO Asia-Pacific Regional Bureau for Education in Bangkok, Thailand, the direct supervision of the Chief of EISD and relevant Programme Specialists and Programme Officers, the Technical Assistant shall be responsible for the following tasks.

- (i) Contribute to the overall objectives of UNESCO Bangkok EISD programme areas: Higher Education, Teachers, Education for Sustainable Development and Global Citizenship

Education, ICT in Education, Technical and Vocational Education and Training, Non-Formal Education and Literacy, and Research and Foresight:

- a. Monitor, update and maintain the back-end website of EISD's programme areas.
 - b. Maintain and facilitate EISD's various web-based networking platforms, e.g., the Education Community Portal, Entrepreneurship Education Network, ESD Network, ICT in Education Network, and so on.
 - c. Facilitate the organization of the UNESCO-APEID International Conferences using UNESCO's web-based conference management system.
 - d. Provide technical assistance in the organization of meetings, seminars, conferences as and when necessary.
- (ii) Support activities related to maintenance of online project communities, facilitating discussions on relevant issues, and providing inputs to the website.
- (iii) Maintain and update the various directories of EISD's networks and communities of practice.
- (iv) Conduct research on technological development to identify and suggest options to share and disseminate EISD's work and enhance UNESCO's visibility through UNESCO Bangkok's website and other social media.
- (v) Undertake other tasks and mission as may be instructed by the Director of UNESCO Bangkok, the Chief of EISD and relevant Programme Specialist and Programme Officers.

In line with UNESCO's overall gender mainstreaming strategy, the Programme Assistant is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

Qualifications / Requirements

- Education** : University degree or equivalent in Information Technology, Computer Science or related fields. Knowledge of education, educational technology, teacher education and other relevant fields will be an asset.
- Language** : Good English language proficiency; working knowledge of Thai language would be an asset.
- Experience** : Minimum of 5 years in website and web application development. Experience working in an internet technology environment is highly desirable. Experience in developing and administering Microsoft SharePoint Server is an advantage. Experience in administering CMS, especially Drupal, WordPress on Linux and /or Typo3 is a major advantage. Experience in MS SQL and MySQL is highly desirable. Relevant working experiences in a UN, international organization or NGO would be an asset.
- Competencies** : Knowledge of PHP, .NET, XML, HTMLS/XHTML, Java, SQL and web design.

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Certification in Microsoft Operating System would be an advantage.

Interest in keeping up with new development in web programming and internet technology.

- Others** : Proven ability to work independently, efficiently, under pressure and in a timely manner.
Ability to work well in a dynamic team environment.
Resilient, pleasant personality and well-organized.

Apply To:

Interested applicants who are currently residents in Thailand are invited to submit a cover letter (in English and referencing the **Job Announcement No. 19-17**), accompanied by a full resume stating details of educational qualifications, working experience and contact information (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 15 December 2017 midnight (Bangkok time) to:

Chief, Administration and Finance Unit
UNESCO Bangkok
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.