

VACANCY NOTICE

Post title	Programme Specialist (Education: Technical Assistance to UNESCO Member States, Curriculum Development)
Grade and Contract type	P-4 (ALD)
Post number	1CHED0916IB
Organizational unit	UNESCO International Bureau of Education
Duty station	Geneva, Switzerland
Date of entry	as soon as possible
Deadline for applications	<u>22 February 2012</u>

Main responsibilities:

The International Bureau of Education (IBE) is the UNESCO institute specializing in curriculum development, that is content, methods and structures of education. Its overall mission is to contribute to the attainment of quality Education for All (EFA). Under the authority and direct supervision of the IBE Director, the incumbent of this position is expected to:

- Coordinate the IBE programme of technical assistance to UNESCO Member States in the area of capacity development for curriculum design, implementation, textbook/teaching materials development and evaluation.
- Identify and carry out new projects and programmes focussing on curriculum by enhancing skills of curriculum developers, decision makers and teacher trainers.
- Contribute to knowledge management and dissemination by coordinating IBE research studies, tools for quality curriculum development and contribute to IBE publications.
- Contribute to IBE fund-raising efforts, negotiate and coordinate with IBE partners, such as international agencies and ministries of education. Coordinate effectively with the UNESCO Education sector, inter-sector platforms and the UN
- Provide quality expertise to address country needs such as curriculum and education reconstruction in conflict and disaster affected societies, reinforcing cross-cutting dimensions such as Learning to Live Together, skills for life and work and peace education, enhancing quality aspects through innovative curriculum solutions
- Contribute to the development and implementation of the IBE Strategy.

Profile:

- Advance university degree (Masters or PhD/or equivalent) in the field of education or social sciences. A specialization in curriculum development will be an asset.
- 7-10 years experience in the field of curriculum development (planning, design, and writing) implementation and evaluation within national and/or international institutions. 3-5 years at international level.
- Familiarity with mechanisms of education systems and education policy development
- Experience in education project management and monitoring and evaluation
- Solid expertise in education reconstruction in transition, poor and conflict/or disaster affected countries
- Experience in fundraising and resource mobilization
- Strong analytical, negotiating, communications and advocacy skills
- Ability to manage, motivate staff and work effectively in a multicultural/multinational environment
- Excellent knowledge of English, good working knowledge of French and other UNESCO language would be an asset.

Conditions of employment:

- 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 and exchange rates, exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, pension plan and medical insurance.
- The initial appointment for 6 months, includes a probationary period of 3 months, and is renewable subject to satisfactory service and availability of funds.
- UNESCO is a non-smoking Organization.

How to apply:

Qualified candidates may submit their application, including a letter of interest, complete curriculum vitae using the official UNESCO curriculum vitae form [English version](#) or [French version](#) to

International Bureau of Education, Administrative Unit, P.O. Box 199, CH-1211 Geneva 20, Switzerland, or by fax (+41) 22 917.78.01, or preferably, by e-mail: administration@ibe.unesco.org

**A written test may be used in the evaluation of candidates.
Diploma of completed University degree may be requested in due course.
Applicants will be contacted only if they are under serious consideration.**

For more information on the IBE, please visit the IBE website at
<http://www.ibe.unesco.org/en.html>