**OVERVIEW OF THE FUNCTIONS OF THE POST**

Within the framework of the Curriculum Support Services to Member States (SSMS) and the focus area “Leadership and Innovation in Curriculum and Learning”, the incumbent will assist in the implementation of the project “Learning outcomes in early grades: integration of curriculum, teaching, learning materials and assessment”. The overall project objective is to improve the quality of student performance/learning outcomes for increased efficiency of the basic education system. Specifically, the project aims to improve learning outcomes in early reading (first three years of primary education) in four African countries – Burkina Faso, Niger, Senegal and another one yet to be identified – by providing guidance, strategies and tools regarding the official, implemented and assessed curriculum. The project combines components of knowledge production and dissemination, policy dialogue, capacity development and technical assistance.

The incumbent will work under the direct supervision of the Programme Specialist responsible for the GPE. He/she will:

- Contribute to the development and implementation of the GPE project in the four beneficiary countries;
- Support the project management at large as well as assist in providing technical and logistic support to the activities implemented;
- Assist in the organization and delivery of specialized technical assistance services to the four partner countries of the project;
- Provide technical support on curriculum related issues and activities with a focus on early reading;
- Actively participate in the design and development of any activity related to the project implementation;
- Draft a variety of written outputs such as background papers, correspondence with government institutions, working papers, mission reports, analyses, briefings and presentations;
- Contribute to the dissemination of the project results;
- Coordinate and follow up on the project with the UNESCO field offices as well as other partners sharing similar objectives: bilateral development agencies, UN Agencies, non-governmental and/or civil society organizations;
- Provide administrative and technical backstopping to the project in each of the four countries;
- Contribute to the preparation of the required project documents such as work plans and terms of reference;
- Contribute to the preparation of the periodic progress/monitoring for the Global Partnership for Education Secretariat.
REQUIRED QUALIFICATIONS

**EDUCATION:** Advanced university degree (Masters) in education. Specific training in curriculum design and development will be an asset.

**WORK EXPERIENCE:**
Less than 2 years of work experience in the field of education and curriculum development, especially in Africa.
Experience in project implementation and networking focused in supporting countries in implementing curriculum renewal, design and development processes with a focus on early reading.

**SKILLS/COMPETENCIES:**
A self-starter and good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural and multilingual environment;
Sensitivity and respect for diversity;
Strong and demonstrated ability to write and edit compelling, clear, and accurate content for diverse target audiences, for general publication;
Excellent planning and time management skills;
Ability to identify and solve problems, work under pressure meeting tight deadlines, and organize and implement complex projects;
Very Good IT skills (Word, Excel, Power Point, Outlook, Prezi, Publisher, etc.);
Excellent verbal and written communication skills; and
Understanding of the relevant processes, operating strategies, policies and procedures within the UN environment is desirable.

**LANGUAGES:**
Excellent knowledge of French and good knowledge of English.

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 and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

HOW TO APPLY

To apply, please send your application letter and UNESCO CV in English to the International Bureau of Education-IBE, Administrative Unit, C.P. 199, 1211 Genève 20, Suisse / Fax : +(41) 22 917.78.01 / or by email to administration@ibe.unesco.org

Application files should reach the IBE before 25th March 2015 midnight (Geneva time).

The IBE would like to thank you for your application. Please note that only pre-selected candidates will be contacted.