Vacancy Announcement:  
Programme Officer in Technical and Vocational Education and Training

(Full-time position)

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training acts as part of the United Nations mandate to promote peace, justice and poverty alleviation in the framework of UNESCO “Education for All”. UNESCO-UNEVOC particularly assists UNESCO Member States worldwide to improve the bridge between education and the world of work in the field of Technical and Vocational Education and Training (TVET) and to meeting the needs of least developed countries, countries in transition and those in a post conflict situation. For more information on UNESCO-UNEVOC see www.unevoc.unesco.org

UNESCO-UNEVOC is seeking at the earliest opportunity a suitably qualified and experienced person to fill the position of Programme Officer in Technical and Vocational Education and Training. Appropriately qualified and experienced candidates are invited to submit their applications as follows:

Deadline for applications: 04 April 2008 (extended from 28 March).

Duty station: Bonn, Germany

Duration of appointment: Initially until 31/12/2009 with possibility of extension

Expected date for entry on duty: As soon as possible
Responsibilities

Working under the authority of and in close collaboration with the Director of the UNESCO-UNEVOC International Centre, the incumbent will be responsible for developing, implementing and monitoring programme activities concerned with promoting best and innovative practices in TVET, especially with regard to meeting the needs of developing countries.

- Assist UNESCO Member States in concrete ways to strengthen and upgrade their systems of TVET with particular reference to sharing best and innovative practices, and implementation of the UNESCO/ILO Revised Recommendations on TVET;

- Conceptualise, design, implement and monitor programme activities in TVET within the Centre regarding the contribution of TVET to promoting Education For All, the United Nations Decade of Education for Sustainable Development and strengthening the world-wide UNEVOC Network;

- Be focal point for UNEVOC dealings with the corporate sector, other UNESCO Offices and partner agencies working in TVET such as the International Labour Organisation, World Bank, InWEnt etc.

- Be focal point for matters related to HIV/AIDS and youth, with regard to TVET;

- Be focal point for development of project proposals, and reporting on implementation of projects, to UNESCO Headquarters, and to the national authorities concerned regarding Funds in Trust and the UNESCO Regular Programme budget;

- Coordinate UNEVOC International Centre activities regarding the development of project proposals in the area of TVET and the raising extra-budgetary funds; and be responsible for organising fund-raising activities;

- Be focal point for the continuing development of the UNEVOC website;

- Plan and execute UNEVOC workshops, conferences and meetings.
Qualifications and Experience

- Advanced university degree, preferably at the doctoral level, in areas relevant to Technical and Vocational Education and Training;

- At least 4 years relevant international experience involving working at the international level, preferably concerning TVET;

- Direct experience of working with developing countries, preferably in TVET;

- Experience working with regional and international partners in the area of TVET;

- Concrete experience in the planning, implementation and evaluation of programmes/projects related to TVET, with particular reference to Results Based Management approaches;

- Experience with public private partnerships;

- Excellent command of written and oral English. A working knowledge of French and/or and German would be an advantage;

- Proficient computer skills including the use of standard software office applications such as Word, Excel, Power Point, Internet browsers and website development;

- Ability to cooperate within an international team;

- Previous experience in an UN Organization is preferred.

German local public sector salary level - TVöD Engeltgruppe 13 -, plus local (national) social security arrangements will apply for this locally engaged position. The salary is exempt of taxation.

To apply

The deadline to receive applications is 04 April 2008.

Applicants are required to submit by post, in English, a letter of application (which addresses in specific terms the list of responsibilities, qualifications and experience associated with this post), with a detailed CV (including the names of three referees who may be approached to ascertain the applicants
suitability for the post with particular reference to their expertise in the area of TVET), and supporting documents to:

Head of Administration
UNESCO-UNEVOC International Centre for TVET
Hermann-Ehlers-Strasse 10
D-53113 Bonn,
Germany
Email : apply@unevoc.unesco.org

Please note:

1. This post is by local recruitment only; therefore, all travel, interview and relocation costs incurred to attend for interview and/or take up an appointment at the duty station concerned are at the expense of the applicant.

2. UNEVOC will confirm your application. However only candidates under serious consideration and contacted for an interview will receive written notice of the final outcome of the selection process.

UNESCO is a non smoking organization.

Women as well as nationals from non – or under-represented UNESCO Member States are encouraged to apply.