

UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training

Vacancy Announcement

Programme Assistant

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) in Bonn is currently looking for a Programme Assistant to support its SDGs and Greening TVET thematic programme.

Publication Date: 02 April 2020

Title of post: Programme Assistant

Deadline for application: 16 April 2020

Duration of appointment: 1 year, with the possibility of extension

Duty station: Bonn, Germany

Preferred starting date: 20 May 2020

Payment: The salary for this post is based on TVöD grade 9b (exempt from local taxation, but non-exempt from social security contributions)

Background

The UNESCO-UNEVOC International Centre assists UNESCO Member States to achieve high quality, relevant, lifelong and cost effective technical and vocational education and training for all. Its aim is to maximise learner's prospects in the labour market. It creates synergies with UNESCO Headquarters, UNESCO Institutes/Centres and Field Offices; and works in close partnership with other international and national agencies in the field of technical and vocational education and training. The Centre is the main hub of the international UNEVOC Network made up of UNEVOC centres in UNESCO Member States.

Roles and responsibilities

Under the direct supervision of the Programme Officer, and in collaboration with other team members, the Programme Assistant will assist in the planning, implementation and monitoring of the thematic programme on the Sustainable Development Goals and Greening TVET. The tasks include, but are not limited to:

- I. **Assisting the development and implementation of the thematic programme on SDGs/Greening TVET**
 - Contributing to the planning of the team's programmes and activities
 - Gathering information and data on relevant topics and supporting their analysis
 - Assisting in drafting documents for programme implementation
 - Supporting the development of team progress/activity reports

- Compiling programme and activity information for dissemination

II. Providing administrative and logistical support

- Supporting and organizing programme activities and workshops
- Assisting in the managing and monitoring of consultant contracts and deliverables
- Managing and updating a digital filing system for the programme

Required Qualifications

- A university degree in education, social sciences, development studies, environmental management studies or a related field

Experience

- Minimum of 2 years of professional relevant work experience preferably in a multicultural environment
- Experience in development work in TVET and/or education for sustainable development

Skills and Competencies

- Organizational skills including planning and time management
- Ability to work in a multicultural environment
- Ability to work within different teams
- Results-oriented
- Ability to interact with a wide range of partners
- Demonstrated knowledge of ICTs and project management tools

Language

- Excellent communication skills in English with the ability to write clear and concise texts required
- Knowledge of other UN languages would be an asset

Application

All applications should contain a letter of motivation and a Curriculum Vitae, and a [P11](#). Applications must be sent to [unevoc.hr\(at\)unesco.org](mailto:unevoc.hr(at)unesco.org).

Qualified female candidates are especially encouraged to apply.

Closing date for applications: 16 April 2020

UNESCO-UNEVOC reserves the right to conduct a test as part of the recruitment process.

Please note

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

All travel, interview and relocation costs incurred to take up an appointment at the UNESCO-UNEVOC International Centre in Bonn are at the expense of the applicant. It is the candidate's own responsibility to obtain a work visa if required.

UNESCO is a non-smoking organization.