



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

Vacancy Announcement

BILT Programme Assistant (TVöD 9b)

The UNESCO-UNEVOC International Centre for TVET is recruiting a Programme Assistant for the BILT project who will assist the team to implement the activities outlined below.

Publication Date:	23 November 2022
Title of post:	BILT Programme Assistant (TVöD 9b)
Deadline for application:	15 January 2023
Duration of appointment:	1 year, with the possibility of extension
Duty station:	Bonn, Germany
Preferred starting date:	1 March 2023; as soon as possible
Payment:	The salary for this post is based on TVöD grade 9b . The monthly net salary will range from EUR 2,625 to EUR 2,845, subject to years of relevant experience. The salary is exempt from local taxation. Social security payments are included in the gross salary (pension fund, health insurance, unemployment insurance, etc.).

Background to the BILT project

The Bridging Innovation and Learning in TVET (BILT) project is funded by the German Federal Ministry of Education and Research (BMBF) and implemented by UNESCO-UNEVOC with the support of the German Federal Institute for Vocational Education and Training (BIBB). The target groups of the BILT project are stakeholders in TVET: policy makers at Ministries and national bodies, labour market partners, TVET providers, and researchers.

Project activities are carried out along the following lines:

- **Bridging line:** Strengthening links between TVET stakeholders in Africa, Asia-Pacific and Europe. The main activities are: (1) biannual meetings held alternately in Africa, Asia-Pacific and Europe; and (2) the biennial Learning Forum.
- **Innovation line:** This includes the publication of Innovation and Learning Practices (ILP) from the three regions that are innovative, transferable to other contexts, and relevant in relation to the project themes and objectives and UNESCO priorities. The Innovation line also comprises the work of the BILT expert groups.

- **Learning line:** includes 'Learning Labs' webinars that explore in-depth specific Innovation and Learning Practices for peer learning. Capacity building workshops are part of the learning line.

For 2022-2025, the focus **TVET themes** are new green and digital skills and competencies within specific industrial sectors. For 2023, this will be the hospitality and tourism sector and for 2024, it will be the construction sector. **For more information, please refer to the website of UNESCO-UNEVOC: [BILT: Bridging Innovation and Learning in TVET](#).**

Roles and responsibilities

The role of the programme assistant is to assist the BILT team in executing its events and to produce a variety of innovative content on TVET systems. The assistant has a key role in the team and works together with the Team Leader, the Project Manager, the Project Officer, and the other Project and Administrative Assistants.

The following functions will be performed by the **BILT Programme Assistant:**

- Assist in coordinating the BILT bridging events.
- Support the development of communication and dissemination materials, also by conducting research.
- Assist in contract management and other administrative tasks.
- Coordinate with the counterpart project assistants at the German Federal Institute for Vocational Education and Training (BIBB).
- Assist in the dissemination of content to other organisations.

In this context, the Project Assistant shall perform the following tasks:

- Identify, liaise with and assist potential event participants (e.g., seek and contact relevant speakers for BILT events, such as the Bridging conferences, Learning Labs and webinars).
- Prepare and disseminate routine social media posts for BILT events and products.
- Organise and assist in monitoring terms of reference and contracts with service providers working on copy-editing and web design to best present the work of the BILT team (according to UNESCO standards) under the guidance of the supervisor.
- Support the coordination of the BILT project with other activities and initiatives of UNESCO-UNEVOC (e.g., the UNEVOC Network and projects on digitalization, greening, and inclusion).



Requirements for the post include:

Experience

- 2 or more years experience in TVET, preferably internationally, and knowledge of TVET systems in Africa, Asia-Pacific, and Europe.
- Experience working in a multi-cultural environment with internal staff and external contractors.

Skills and competencies

- Excellent oral and written communication skills.
- Ability to adjust and adapt to changing demands.
- Ability to manage workload and to meet tight (and sometimes conflicting) deadlines.

Languages

- Excellent command of English (oral and in writing).
- Working knowledge of other UN languages (Arabic, Chinese, French, Russian, Spanish) is an asset.

Education

- University degree in education, training, international relations, labour market, development studies, public policy, or a related field.

Please send your full application, including your CV and a completed [P11 form](#), as well as your letter of motivation per email to unevoc.hr@unesco.org.

UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. UNESCO does not charge a fee at any stage of the recruitment process.

Closing date for applications: 15 January 2023

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.