



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

Vacancy Announcement

BILT Project Manager (TVöD 14)

The UNESCO-UNEVOC International Centre for TVET is recruiting a Programme Officer for the BILT project who will manage, coordinate and oversee the project and team.

Publication Date: 23 December 2022

Title of post: BILT Project Manager (TVöD 14)

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 14](#). The monthly net salary will range from EUR 3,870 to EUR 4,240, 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 project manager is to support the BILT Team Leader in the content work of the project and to manage the definition and achievement of outputs and outcomes according to the project objectives.

The following functions will be performed by the **BILT Project Manager**:

- Manage the design and implementation of the BILT project in close consultation with the project team at UNESCO-UNEVOC and in partnership with the German Federal Institute for Vocational Education and Training (BIBB).
- Ensure that project outputs and outcomes are achieved according to agreed timelines and supervise a monitoring plan and reporting.
- Supervise BILT project staff and external consultants and support the budget management process.
- Lead and contribute to the production of TVET content for the BILT project (including long or short-form publications, research pieces, articles, webinars, and snippets).
- Disseminate content to other organisations in print and in other formats.

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

- Lead the inter-stakeholder and the inter-regional expert group on the implications of the transition to the digital and green economy/society on new skills and competence requirements.
- Provide substantive input for the agenda and implementation of online and physical project events and activities (meetings, workshops, conferences, webinars).
- Supervise the collection of innovative and learning practices from a range of BILT project stakeholders and UNEVOC Network members and coordinate their selection, documentation, and dissemination.
- Conduct research and develop knowledge products for BILT publications (physical and online).
- Disseminate the project results through public relations and presentations in events and other publications.
- Lead overall project monitoring and contribute to progress and final reports.
- Carry out any other tasks assigned by the supervisor or Head of UNESCO-UNEVOC.



Requirements for the post include:

Experience

- 5 or more years experience in TVET, preferably internationally, and knowledge of TVET systems in Africa, Asia-Pacific, and Europe.
- 5 or more years experience in team management in a multi-cultural environment with internal staff and external contractors.
- 5 or more years experience in project management, including project design, implementation, and monitoring and evaluation.
- Skills and competencies
- Ability to work in a team and to coordinate with external partners.
- Excellent oral and written communication and presentation skills.
- Ability to manage projects and staff.
- Ability to adjust and adapt to changing demands 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 (Master or higher) 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.