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

Vacancy Announcement

PROJECT OFFICER
The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) in Bonn is currently looking for a Project Officer for the Bridging Innovation and Learning in TVET (BILT) project.

Publication Date: 22 June 2020
Title of post: Project Officer
Deadline for application: 13 July 2020
Duration of appointment: 1 year, with possibility of extension
Duty station: Bonn, Germany
Preferred starting date: 01 September 2020 or as soon as possible
Payment: The salary for this post is based on TVöD grade 14 (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 and 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.

The BILT (Bridging Innovation and Learning in TVET) project seeks to support TVET institutions in addressing the transformational challenges in the fields of “New Qualifications and Competencies”, “Greening TVET”, “Entrepreneurship”, “Industry 4.0” and “Migration and TVET”. The project complements national developments to explore and support innovative, market-oriented and attractive TVET careers/professions and inspires new modes of learning and cooperation in TVET. It leverages on the existing mechanism of the UNEVOC Network, initially with a focus on its European cluster, and eventually through bridging experiences and learning with other regions.
Roles and responsibilities

Under the guidance of the direct supervisor, the Project Officer will be in charge of the implementation of the BILT project, in close consultation with the BILT project team at UNESCO-UNEVOC and BIBB.

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

1. Manage the implementation of the BILT Project
   - Leading BILT Project staff and coordinating the project implementation with UNESCO-UNEVOC’s BILT Project implementation partner, BIBB
   - Conceptualizing and leading the implementation of a BILT Learning Summit and other online or face-to-face project events and activities (e.g. meetings, workshops, conferences, webinars)
   - Developing progress and final reports

2. Contribute substantially to BILT’s thematic work
   - Guiding BILT’s central theme of “New Qualifications and Competencies” and, as needed, the project’s thematic fields “Greening TVET”, “Digitalization”, “Entrepreneurship”, and “Migration and TVET”
   - Substantially contributing to the dissemination of the project results through public relations, presentations in events and publications

3. Foster the international exchange on innovation and learning in TVET
   - Facilitating the exchange of innovative practices in the BILT themes within Europe, and between Europe and Africa and Europe and Asia

4. Any other tasks as assigned by the direct supervisor

Requirements

- A Master’s or higher degree in education, international relations, industry and labour relations, social sciences, development studies or related areas
- At least 5 years of experience in at least one of BILT’s five thematic areas and knowledge of TVET systems

Desired skills and experience

- Organizational skills, including result-oriented planning and time management of a team
- Ability to handle parallel work streams, prioritize and deliver to deadline, as well as work under pressure
• Ability to work pro-actively and to anticipate challenges
• Excellent networking and high level representational and partnership building skills, involving a wide range of partners
• Knowledge of TVET systems within Europe, Africa and/or Asia
• Excellent verbal and written communication and presentation skills
• Excellent interpersonal skills and ability to work in a multicultural environment
• Excellent knowledge of standard office software, ICTs and project management tools

Languages

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

Application

All applications should contain a letter of motivation, a Curriculum Vitae, and a completed P11 form. Applications must be sent to unevoc.hr(at)unesco.org.

Qualified female candidates are especially encouraged to apply.

Closing date for applications: 13 July 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.