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 13 (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 contribute to the implementation of the BILT project, in close consultation with the project team at UNESCO-UNEVOC and BIBB.

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

1. Contribute substantially to the BILT thematic work and the production of project output
   - Supporting 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”

2. Foster the exchange of innovation and learning in TVET
   - Providing substantive support towards the organization of a BILT Learning Summit and other online or physical project events and activities (e.g. meetings, workshops, conferences, webinars)
   - Collecting innovative practices from participating institutions

3. Guide the development of the BILT learning platform
   - Developing the BILT web page into an attractive and informative learning platform

4. Any other task as assigned by the direct supervisor

**Requirements**

- A Master’s or higher degree in education, international relations, industry and labor relations, social sciences, development studies or related areas
- At least 3 years of experience in at least one of BILT’s five thematic areas and knowledge of TVET systems

**Desired skills and experience**

- Ability to carry out research, analyse data, and compile information appropriately to different audiences
- Experience in organizing engaging (online) meetings and conferences
- Excellent verbal and written communication and presentation skills
- Ability to meet deadlines and to undertake independent, self-directed work to high quality standards
• Experience with developing interactive online platforms
• Knowledge of TVET systems within Europe, Africa and/or Asia
• Excellent interpersonal skills and ability to work in a multicultural environment
• Ability to interact with a wide range of partners
• Excellent knowledge of standard office software and ICTs

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.