



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

Vacancy Announcement – Programme Assistant

UNESCO-UNEVOC gives priority to mobilizing education and training actors in mainstreaming TVET's response to climate change. Within the framework of its Medium-term Strategy-III, this priority is targeted to contribute to the accelerated involvement of the TVET sector in achieving the Sustainable Development Goals and the objectives of UNESCO's Education for Sustainable Development 2030 – Roadmap for action. To fulfil this, UNESCO-UNEVOC's SDGs and Greening TVET programme actively supports TVET institutions in the development and implementation of green strategies to transform their training and learning environments, develop the skills of learners, upskill professionals in green job sectors, and re-skill those affected by job losses due to the transition.

Publication Date: 23 December 2021

Title of post: Programme Assistant

Deadline for application: 21 January 2022 (extended)

Duration of appointment: 1 year, renewable

Duty station: Bonn, Germany

Preferred starting date: As soon as possible

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

Roles and responsibilities

Under the direct supervision of the Programme Officer/Team Leader for SDGs and Greening TVET, and in collaboration with other team members, the Programme Assistant will assist in the planning, implementation and monitoring of the thematic programme on Sustainable Development Goals and Greening TVET.

- 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;



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- Compiling programme and activity information for dissemination.
- Providing administrative and logistical support
- Supporting and organizing programme activities and workshops;
- Assisting in managing and monitoring of consultant contracts and deliverables;
- Managing and keeping a digital filing system for the programme.
- Any other task as assigned by the supervisor/Head of Office

Required Qualifications

Education

- 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 multi-cultural 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 multi-cultural 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
- Ability to communicate effectively

Language

- Excellent spoken and written English language skills required; the ability to draft clearly and concisely

Knowledge of Spanish or French is considered a strong asset; knowledge of any other UN languages is an asset



Application

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

UNESCO applies a zero tolerance policy against all forms of harassment. UNESCO is committed to achieve and sustain 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: 06 January 2021

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.