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

Vacancy Announcement

Programme Officer for Inclusion and Youth

The UNESCO-UNEVOC International Centre for TVET is recruiting a Programme Officer for Inclusion and Youth who will (1) coordinate UNESCO-UNEVOC’s global programme on inclusion and youth and (2) coordinate the activities of the UNEVOC Network in one of its regions.

- **Publication Date:** 10 February 2022
- **Title of post:** Programme Officer
- **Deadline for application:** 10 March 2022
- **Duration of appointment:** until 28 February 2023, with the possibility of extension
- **Duty station:** Bonn, Germany
- **Preferred starting date:** 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 for TVET 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 maximize learners’ prospects in the labour market. It creates synergies with UNESCO Headquarters, UNESCO Institutes/Centres and Field Offices; and works in close partnership with other international and national agencies in the field of TVET. The Centre is the main hub of the international UNEVOC Network made up of UNEVOC Centres in UNESCO Member States.

Roles and responsibilities

Under the direct supervision of the Programme Specialist in TVET, the Programme Officer for Inclusion and Youth will carry out the following main activities:

1. **Coordinate the design, implementation and management of UNESCO-UNEVOC’s global thematic programme on inclusion and youth:**
   - Support TVET institutions to become inclusive through development of practical guidance on inclusion, capacity building of TVET planners and managers, and support to selected UNEVOC Centres for piloting of new approaches.
Mainstream entrepreneurial learning in TVET through development of online resources on the delivery of entrepreneurial learning for disadvantaged youth, capacity building of TVET providers, and provision of technical assistance for selected TVET institutions.

Strengthen career guidance services through capacity building of TVET institutions, with a focus on STEM-related TVET for young women and girls.

2. Coordinate the activities of the UNEVOC Network in one of its regions:

- In cooperation with the UNEVOC Network Secretariat, maintain close and regular communication with UNEVOC Centres in the region.
- Develop regional strategies to promote collaboration among UNEVOC Network members.
- Collaborate with other thematic teams of UNESCO-UNEVOC on activities that involve TVET institutions in the region.

The activities above involve, among others, preparation of concept notes and workplans, conducting independent research and analysis, organization of workshops and meetings, development of partnerships, drafting and editing of UNESCO-UNEVOC publications, and management of contracts. The Programme Officer will also perform other activities that may be required to support the mandate of UNESCO-UNEVOC and to ensure the success of the team.

Required qualifications, skills and experience

- Master’s or higher degree in education, economics, development studies, social sciences, or other closely related fields.
- At least 5 years professional experience in areas related to TVET and inclusion and youth.
- At least 2 years relevant work experience in an international organization.
- Work experience with the African continent is a strong asset.
- Experience working in developing countries is an asset.
- Demonstrated management and project coordination skills.
- Excellent interpersonal skills and ability to work in a multicultural environment.

Languages

- Excellent verbal and written communication and presentation skills in English are mandatory.
- Good working knowledge of French is an asset.
- Knowledge of 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 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: 10 March 2022

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.