

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

Vacancy Announcement

Programme Officer

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) in Bonn is currently looking for a Programme Officer to lead activities and projects related to the innovation and future of TVET programme.

Publication Date: 16 February 2021

Title of post: Programme Officer

Deadline for application: 16 March 2021

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 15 (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 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 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.

Roles and responsibilities

Under the supervision of the Director, the Programme Officer will lead activities and projects of UNESCO-UNEVOC related to the innovation and future of TVET (technical and vocational education and training) programme. Specifically, the Programme Officer is expected to undertake the following tasks:

- Review and analyse the latest trends in the concerned topics, in particular labour market trends and demand for skills, and develop a strategic direction for the team's work and advise the Director on the same
- Manage the planning and implementation aspects of the team's work, providing its members with substantive guidance
- Supervise the overall administrative operations of the team, providing timely support, coaching, and results-based management of activities in respect of rules and procedures

- Develop partnerships with key international stakeholders and the private sector for collaboration, building synergies and joint activities, in particular regarding knowledge gaps, data collection and opportunities for collaborative actions
- Manage the UNEVOC Network of TVET Centres in Europe and North America
- Raise extra-budgetary funds to expand and support the team's work

Required qualifications

- A Master's or higher degree in education, economics, social sciences, natural sciences, engineering or developmental studies
- At least 5 years of a proven record of professional experiences in areas related to skills development, innovation, digitalization of the workplace and implications for education and training, future of work, networking and/or building communities of practice
- At least 2 years of managerial experience
- At least 2 years of relevant work experience in an international organization

Desired skills and experience

- Analytical skills, ability to collect, synthesise and analyse information and statistical data from various sources
- Ability to identify emerging labour market and skills development trends and needs and ability to plan strategically
- Excellent verbal and written communication and presentation skills
- Knowledge of TVET systems reform trends, in particular in Europe and North America
- Ability to build partnerships with international organizations and the private sector
- Excellent interpersonal skills and ability to work in a multicultural environment

Languages

- Excellent communication skills in English 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 [P11](#). Applications must be sent to unevoc.hr@unesco.org.

Qualified female candidates are especially encouraged to apply.

Closing date for applications: 16 March 2021

UNESCO-UNEVOC reserves the right to conduct a test as part of the recruitment process.



United Nations
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International Centre
for Technical and Vocational
Education and Training

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.