

Title: National Professional Officer
Domain: Education
Post Number: 5EGED1002RP
Grade: NOB
Primary Location: Cairo, Egypt
Recruitment open to: Only nationals of Egypt may apply for this post
Type of contract: Fixed Term
Annual salary: 337,340 Egyptian Pounds
Dead line (midnight, Cairo time): **12 February 2017**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall supervision and functional authority of the Director of UNESCO Cairo Office, and direct supervision of the Programme Specialist for Education, the incumbent is responsible for providing professional and technical support, research and analysis, with an emphasis on the national perspective of Egypt in particular, and the cluster countries of Libya and Sudan in general, to the education sector, as well as to multisectoral and cross country programmatic activities and initiatives. conducted by the Office.

In undertaking his/her assignment, the incumbent shall work very closely with the Regional Bureau for Education in the Arab States.

More particularly, the incumbent will:

- Assist in the conceptualization, design, planning, development, coordination, monitoring and implementation of UNESCO's Education Strategies in Egypt;
- Support, and contribute to UNESCO's Education Programmes in the cluster countries through active participation in conceptualizing, developing, implementing, monitoring, evaluating, and reporting on both regular and extra budgetary funded projects and activities in Egypt, Libya, as well as in Sudan in close collaboration with the UNESCO Office in Khartoum;
- Provide technical support to the Ministry of Education and other relevant partners; Develop and maintain thorough knowledge of national policies, strategies and plans of action in Education in the cluster countries (Egypt, Libya, and Sudan);
- Formulate resource mobilization partnerships and strategies in Egypt and Libya with key donors and stakeholders for the country by developing concept notes and project proposals on the basis of situational analysis and needs assessments and in accordance with the approved Programme and Budget (C/5).
- Assist in UNDAF/One UN planning and implementation in Egypt and Libya in the field of education, as well as provide support to Sudan as and when requested.

REQUIRED QUALIFICATIONS

Education:

- Advanced university degree (Master's or equivalent) in the field of education, social sciences, socio economic studies or another related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

- Minimum of 2 years of professional experience in coordinating and managing education programmes in Egypt.

Skills/Competencies:

- Ability to interact with a wide range of partners and government officials.
- Good interpersonal and communication (oral and written) skills, including the ability to draft reports, and technical memoranda..
- Good organizational and coordination skills.
- Ability to work as part of a team within a multicultural environment.
- Ability to take initiative and provide quality and timely support and services.
- Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Flexibility to adjust work schedules and priorities.
- Good IT skills (MS Word, Excel, Data base systems, Outlook, etc.).

Languages:

- Excellent knowledge (written and spoken) in English and Arabic.

DESIRABLE QUALIFICATIONS

Work Experience:

- Experience in the UN System or intergovernmental organizations, preferably in the field of education.

Skills/Competencies:

- Knowledge of UNESCO's administrative and informatics tools (SISTER).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in Egyptian Pounds and exempt from income tax.

Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization. More details can be found in the ICSC Website <http://icsc.un.org/rootindex.asp>

HOW TO APPLY

Interested candidates are requested to send their application including a motivation letter in English and the complete UNESCO CV form, accompanied by a recent passport size photograph and copies of diplomas indicating the "Position Title" to the following address **NOT LATER THAN 12 February 2017**.

UNESCO Representative to Egypt,
Cluster Office for Egypt, Sudan, and Libya
8, Abdel Rahman Fahmy Street, Garden City,
11451 Cairo, Egypt

Or via UNESCO Cairo E-mail : Cairo@unesco.org

Women candidates are strongly encouraged to apply.

PLEASE NOTE THAT ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.



RecrutWeb - Curriculum Vitae

Family name:

Address:

First name(s):

City:

Private ☎ :

Name at birth:

Postal code:

Work ☎ :

Marital status:

Country:

Mobile ☎ :

Gender:

Email:

Date of birth:

Present nationalities:

Nationality at birth:

Place and Country of birth:

Legal steps:

LANGUAGE & COMPUTER SKILLS

	Speak	Write	Read	Understand	Principal lang.
English					<input type="checkbox"/>
Arabic					<input type="checkbox"/>
Chinese					<input type="checkbox"/>
Spanish					<input type="checkbox"/>
French					<input type="checkbox"/>
Russian					<input type="checkbox"/>
					<input type="checkbox"/>

Database	
Internet/Mail	
Presentation tools	
Spreadsheet	
Text processing	

SECONDARY EDUCATION OR EQUIVALENT

Title:

Obtained in:

Country:

HIGHER EDUCATION

Original title: Obtained in: Type:
Field of study:
Major subjects:
From: To:
School/University:

Original title: Obtained in: Type:
Field of study:
Major subjects:
From: To:
School/University:

Original title: Obtained in: Type:
Field of study:
Major subjects:
From: To:
School/University:

Original title: Obtained in: Type:
Field of study:
Major subjects:
From: To:
School/University:

EMPLOYMENT RECORD

Job title: From: To:
Employer:
Name and title of your
immediate supervisor:
Functions:
Grade, if working in UN
system, yearly salary if not:

Job title: From: To:
Employer:
Functions::
Name and title of your
immediate supervisor:
Grade, if working in UN
system, yearly salary if not:

Job title: From: To:

Employer:

Functions:

Name and title of your
immediate supervisor:

Grade, if working in UN
system, yearly salary if
not:

PERSONAL SKILLS

PUBLICATIONS

PROFESSIONAL SOCIETIES

-
-

PROFESSIONAL REFERENCES

Person 1:

☎ : Email:

Person 2:

☎ : Email:

Person 3:

☎ : Email:

RELATIVES AND/OR SPOUSE EMPLOYED WITHIN THE UNITED NATIONS SYSTEM (INCLUDING IN UNESCO)

Name and first name of
the relative and/or
spouse:

Relationship:

Name of
international
organization:

Name and first name of
the relative and/or
spouse:

Relationship:

Name of
international
organization:

ADDITIONAL INFORMATIONS

Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes No .

If yes, give a brief explanation of each case and be prepare to provide additional information if required.

Would you have any objection to our making enquiries with your present employer?

If you are interested in short-term assignments as a consultant (high level specialist), please include your CV also in the consultants roster at <http://www.unesco.org/roster>

Would you object to serve in any regions of the world?

If so, indicate which and why

How much notice would you require to report for work?

Any other relevant facts:

I certify that the answers made by me to the foregoing questions and all information provided in support of my candidature are true and complete. I understand that any false statements or wilful misrepresentation renders me liable to dismissal, if employed.