Vacancy Notice No: ADM/HRM/98/20

Date Issue: 17 February 2020
Original Published Date: 16 January 2020
Closing Date: 03 March 2020

Post Title: Programme Associate
Domain: Cairo Office Education Programmes/Projects
Post No: Service Contract/ADM/HRM/98/20
Grade: SB-3
Organizational Unit: UNESCO Cairo Office
Duty Station: Cairo, Egypt

Recruitment open to: Internal and external candidates, resident and entitled to work in Egypt

Type of contract: Service Contract;

Deadline (midnight Cairo Time) 03 March 2020 midnight Cairo Egypt time

The contract has a probation period of 3 months.

OVERVIEW OF THE FUNCTIONS OF THE POST (Main Responsibilities):

The Programme Associate will work under the direct supervision of the Education Programme Specialist and the National Professional Officer to provide professional and technical support to the Education Programme at UNESCO Cairo Office. To this end, the Programme Associate will have the following duties and responsibilities:

1. Support, and contribute to UNESCO 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.
2. Conduct research and analysis of pertinent education issues of relevance to the Education Programme’s work.
3. Remain abreast of educational policies and strategies on the national and cluster levels, and advise the Education Programme team on updates most relevant to the programme’s work.
4. Monitor and follow up on timely implementation of the Education Programme’s workplan for EXB projects, producing required deliverables and ensuring alignment with allocated budgets.
5. Maintain effective communication with key partners and stakeholders on a regular basis, including but not limited to the Ministry of Education and Technical Education, National Commission for UNESCO, Adult Education Authority, and other national counterparts and implementation partners.
6. Perform any other related duties assigned by the Education Specialist and/or the National Professional Officer.

REQUIRED QUALIFICATIONS

ONLY CANDIDATES RESIDENT AND ENTITLED TO WORK IN EGYPT MAY APPLY FOR THIS POST
EDUCATION:

University degree in the field of education, social sciences, socio economic studies or another related field.

WORK EXPERIENCE:

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

SKILLS /COMPETENCIES/ TEAM WORK:

- 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.

BENEFITS AND ENTITLEMENTS:

UNESCO’s salary will be paid in local currency at SB3 scale, which may add medical insurance and pension plan coverage upon proof of affiliation.

How to apply:

UNESCO staff members as well as other candidates should submit their application letter and CV (in the UNESCO CV standard format attached) to the address CAIRO@UNESCO.ORG

Please clearly indicate in the subject line of your application message the post title and post number. Application with no such indication in the subject line or CV not provided in the UNESCO CV standard form (attached) will not be considered.

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: [Blank]  
Address: [Blank]

First name(s): [Blank]  
City: [Blank]  
Private ☐:

Name at birth: [Blank]  
Postal code: [Blank]  
Work ☐:

Marital status: [Blank]  
Country: [Blank]  
Mobile ☐:

Gender: [Blank]  
Email: [Blank]

Date of birth: [Blank]  
Present nationalities: [Blank]

Place and Country of birth: [Blank]  
Nationality at birth: [Blank]

Legal steps: [Blank]

**LANGUAGE & COMPUTER SKILLS**

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak</th>
<th>Write</th>
<th>Read</th>
<th>Understand</th>
<th>Principal lang.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Arabic</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Chinese</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Spanish</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>French</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Russian</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**SECONDARY EDUCATION OR EQUIVALENT**

Title: [Blank]  
Obtained in: [Blank]  
Country: [Blank]
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: 

- 2 -
Job title:
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:

Person 2:

Person 3:

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.