

F. No.9-25/ 2010-INC
Government of India
Ministry of Human Resource Development
Department of Higher Education
(INC Section)


New Delhi, dated the 6th July, 2010.

**Sub:- UNESCO Post of Programme Specialist (Education) P -3 level
in UNESCO Office in Amman, Jordan. (Post No. AR/ RP/ JOR/
ED/ 0023)**

The undersigned is directed to forward herewith a copy of the vacancy circular No. HRM/RCS/JD/P/10/43 dated 22nd June, 2010 received from the UNESCO Office, Paris, France on the subject mentioned above.

The description of duties and responsibilities, as well as Educational Qualification and experience required for the post is enclosed.

It is requested that the post/vacancy may be brought to the notice of the concerned Organization/Institution under your administrative control, and applications of only those candidates who possess the prescribed Educational Qualification and Experience and are clearly eligible may be forwarded to this Commission by 10th August, 2010 on a standard C.V. Form in English/French prescribed by UNESCO Office, after getting the approval from their cadre controlling authorities. It is also requested that women candidates may kindly be given preference.


(K.S. Kusala Kumar)
Under Secretary (ICC)

Encl: as above.

All Bureau Heads, Department of HE and SE&L

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United Nations Educational, Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 7 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Programme Specialist (Education)**
Organisational unit **UNESCO Office Amman**
Duty station **Amman, Jordan**
Grade **P-3**
Post number **AR/RP/JOR/ED/0023**
Closing date **23 August 2010**

Main responsibilities Under the overall authority of the Assistant-Director General for Natural Sciences and the direct supervision of the Director of UNESCO Office in Amman, the Education Programme Specialist is responsible of the overall planning and execution of the Education Sector programme in Jordan. In particular, s/he will undertake the following tasks and responsibilities:

- Contribute to the overall preparation and implementation of the UNESCO ED strategy in the country. Execute the programme at National level, contribute to the formulation and implementation of regional programmes and/or projects, and participate to UNESCO forums of ideas in the field of education and to the programming of joint UN activities in the education field of the country.
- Provide comprehensive technical support, advice and support in developing and implementing the core regular programme priorities in Education for All (EFA), UNESCO's Technical and Vocational Education and Training (TVET), Higher Education programme, Teacher Education and Education for Sustainable Development (ESD) and in education planning, strategy and policy support. Follow closely the core priorities in the UNESS approved by the government. Responsible for preparing the biannual education sector work plan and budget for the regular programme.
- Provide assistance and professional expertise, in the development of extra-budgetary resources projects for the education sector programme and help in mobilizing resources from various international, regional and national donor institutions. Assist in implementing approved extra-budgetary projects in education sector in close coordination with national institutions.
- Represent UNESCO in the UN joint programme implementation at country level. Provide expertise and participate actively at the UN Inter-Agencies thematic groups such as Education, Social Development, HIV & AIDS, etc. Represent UNESCO in the meetings of Bi-lateral and multi-lateral institutions.
- Coordinate and liaise closely with the National Institutions such as Ministry of Education, Ministry of Higher Education and Scientific Research, Jordan National Commission for UNESCO, to plan and effectively implement the UNESCO's education programme. Coordinate closely with UNESCO Regional Bureau to effectively plan and implement projects in consistence with the Regional Strategic Framework and Action.
- Assist the Director in supervising the Education Sector programme assistants, project officers, volunteers, secretary, and national programme officers in the Amman Office in the execution of delegated tasks and responsibilities and functions. Participate in preparing TOR's, supervision and preparing performance assessment reports.

- Profile**
- Advanced University degree (at Master's level or equivalent) in Education or other related field.
 - At least 4 to 7 years of relevant professional experience in the planning/implementation and/or evaluation of educational programmes/projects. At least two years of international experience in similar professional areas, preferably in International Organizations.
 - Wide knowledge in the field of education, higher education and the links between education and development. Good knowledge of educational system, structures and disciplines. Ability to deal with educational and development matters.
 - Knowledge of UNESCO's procedures and practices would be an asset.
 - Good organizational, coordination and supervisory skills.
 - Good interpersonal and communication (oral and written) skills.
 - Ability to work as part of a team, to take initiative and to provide quality and timely support and services.
 - Good computer skills (Word, Excel etc.).
 - Excellent knowledge of English; knowledge of French and/or Arabic would be asset.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around \$ USD 83,235 (\$ USD 77,694 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for two years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking organization.

How to apply When applying for UNESCO vacancies, please only use the online recruitment system at www.unesco.org/employment. Candidates without access to the Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France, before the closing date, quoting the post number: **AR/RP/JOR/ED/0023**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recruitweb@unesco.org.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- or under-represented Member States

Non- or under-represented Member States as of April 2010 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Brunei Darussalam, Cape Verde, Central African Republic, Chile, China, Cook Islands, Djibouti, Dominica, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iran (Islamic Republic of), Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Panama, Papua New Guinea, Paraguay, Poland, Qatar, Republic of Moldova, Rwanda, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Tajikistan, Tanzania (United Republic of), Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam, Zambia