



UNESCO Hanoi

**23 Cao Ba Quat
Hanoi, Viet Nam**

Job Description National Programme Officer for Education (NOC)

POSITION TITLE

National Programme Officer for Education – NOC-level

REPORTS TO

Education Programme Specialist (P3), UNESCO Hanoi
Head, UNESCO Office in Hanoi

BACKGROUND

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is a United Nations' Specialized Agency with programmes in 5 sectors: Education, Culture, Social and Natural Sciences and Communication/Information (CI). The UNESCO Office in Hanoi has focused its programmes mainly around Culture and Education, and is also implementing smaller programmes in Sciences and CI.

In Education, interventions have been articulated within the Education for All (EFA) framework. The right to education, especially for minority groups and improving the quality of education through capacity building in education planning and management are core in UNESCO's 2008-2010 programme.

Beyond EFA, UNESCO has supported Viet Nam's agenda and commitments in the field of higher education reform and education for sustainable development (ESD). UNESCO is also extending its support to the Vietnamese Government in the area of skills development through technical and vocational training.

Viet Nam is one of the eight pilot countries for One UN reform. UNESCO's education programme has been included in the One UN Plan for Viet Nam under the education cluster. UNESCO is also co-convening the UN-wide Programme Coordination Group (PCG) on Education.

DUTIES AND RESPONSIBILITIES

Within the framework of UNESCO's programme in Education, and in particular in the area of HIV & AIDS,

Under the overall direction of the Head of the UNESCO Office in Hanoi and under the direct supervision of the Education Programme Specialist,

The Programme Officer for Education will:

1. **Plan, formulate and prepare new activities**, in line with the One Plan, including the development of project proposals; based on gender and culture mainstreaming and a human-rights-based approach to development;
2. **Monitor, evaluate and report on** Education and HIV programme, in particular: provide monthly updates on the implementation status of the programmes, provide inputs to the reporting and evaluation requirements of the office;
3. Provide **strategic policy advice** and with formulating key messages in the field of Education and HIV;
4. Undertake **missions** to monitor the programme and to provide field level supervision, along with a strong and positive team environment – facilitating communication and information exchange between the implementing partners, the UNESCO team in Hanoi and technical staff from other international agencies
5. Maintain a **close collaboration** with the Ministry of Education and Training (MOET) and with national and international organizations and experts working in the education and HIV sector; and assist in **assessing their needs and priorities** with a view to developing and implementing appropriate actions;
6. Provide **technical backstopping** to the relevant Ministries and other counterparts for implementing and monitoring UNESCO supported programmes;
7. Participate on behalf of UNESCO in the UN **Programme Coordination Group** on HIV, the UN **Programme Coordination Group** on Education, the **Education Sector Group** and other relevant technical working groups. Ensure UNESCO's convening role in the Education Subgroup of the Programme Coordination Group on HIV.
8. Research, collect, analyze, synthesize and organize the **dissemination of information** with regard to the Education and HIV programme, including regular preparation of inputs for the UNESCO Hanoi's website and press releases in coordination with UNESCO's Programme Officer for Communication/Information;
9. **Liase** with UNESCO HQ in Paris, the UNESCO Regional Bureau for Education in Bangkok and relevant UNESCO institutes; and keep up to date on innovations, studies and best practices on HIV and on Education
10. Perform any other tasks in the areas of Education, Culture, Sciences and Communication as assigned by the Head of the UNESCO Office in Hanoi and the Education Programme Specialist.



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QUALIFICATIONS AND EXPERIENCE

Educational background

- Advanced university degree in education, medicine, health, pedagogy, social sciences or a related discipline.

Professional experience

- Minimum 8 years experience in setting up, implementing, monitoring and evaluating programmes in the area of Education and/or HIV;
- Working experience in an international context;
- Knowledge of UNESCO's education programme and of the UN system would be an asset;
- Professional experience in the areas of policy development and curriculum development is a strong asset;
- Extensive knowledge of the Education sector in Vietnam; in particular knowledge about national government structure, education and/or social policies, and line ministries (in particular MOET); as well as familiarity with international organizations and the donor community in Viet Nam working in the field of Education; Working experience with the MOET, Ministry of Labour, Invalids and Social Affairs (MOLISA) and/or Ministry of Health (MOH) is an asset.

Skills

- Strong oral and written communication skills;
- Knowledge of the latest developments in the area of Educational responses to HIV;
- A high level of proficiency in verbal and written English and fluency in Vietnamese;
- Good organizational skills, ability to work in multi-cultural environments;
- Strong team-working and multi-tasking skills, and;
- Good level of computer skills (MS Word, MS Excel, Power Point).

TENURE

One year (renewable)

DUTY STATION:

Hanoi, Viet Nam (at the UNESCO Office)

The position is based in the Education Team of the UNESCO Office in Hanoi and reports directly to the Education Programme Specialist (P3). The incumbent will work closely with the Education team and the UNESCO Regional Bureau for Education in Bangkok, as well as with UNESCO colleagues from other sectors. The incumbent will also work closely together with the other members of the PCG on Education.

CONDITIONS OF SERVICE:

The incumbent will receive a **Service Contract** with a monthly allowance according to UNESCO Hanoi's applied rates, including 6% for social security costs.