



UNEVOC

United Nations  
Educational, Scientific and  
Cultural Organization

International Centre  
for Technical and Vocational  
Education and Training

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

### Vacancy Announcement

<b>Title of post</b>	<b><i>Secretariat &amp; Programme Assistant</i></b>
<b>Deadline for application</b>	<b><i>16 March 2014</i></b>
<b>Duration of appointment</b>	<b><i>Until 30 November 2014</i></b>
<b>Starting date</b>	<b><i>As soon as possible</i></b>
<b>Payment</b>	<b><i>EUR 1815 per month</i></b>

#### **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 maximise learner's 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.

#### **Responsibilities:**

Under the direct supervision of the Administrative Officer and the overall supervision of the Head of the International Centre for Technical and Vocational Education and Training (UNESCO-UNEVOC), the incumbent will perform the following functions:

1. Assist in the planning of Network related meetings and workshops, specifically a major event taking place in autumn 2014:
  - Communicate and follow up with participants, respond to enquiries and requests of participants on all matters related to the UNEVOC conferences/meetings,
  - Arrange, in close collaboration with the administrative office, the travel of the participants as required,
  - Maintain and update the participant's master list in coordination with other relevant colleagues,
  - Assist in identifying and booking accommodation,
  - Assist in organizing and scheduling move and readiness of conference equipment,
  - Assist in ensuring that the conference sites are adequately prepared for the conferences,
  - Assist in other logistical matters,
  - Assist in any other matter related to the organization of meetings;

2. Provide secretarial support:
  - visitor reception,
  - process incoming and outgoing mail,
  - preparations of staff missions;
3. Carry out other tasks and cognate duties as assigned by the Administrative Officer or the Head of the International Centre.

## **Required Qualifications and Competencies**

### **Education:**

- Bachelor's degree in a field related to technical and vocational education, social sciences, international relations or other studies relevant to the position.

### **Experience:**

- Experience in organization of meetings/workshops, if possible in an international context.
- Experience in office support functions.
- Experience in any kind of professional network/networking.
- Experience in working in a multicultural environment; sensitivity and respect for diversity.

### **Skills:**

- Very good communication skills, verbal and in writing, in an international and multicultural surrounding.
- Proficient computer skills including the use of standard software office applications such as Word, Excel, Power Point, Internet browsers and website development.
- Ability to cooperate within an international team.

### **Languages:**

Excellent command of written and spoken English is compulsory.

Good working knowledge of any other UN language, specifically French and Spanish, is seen as an advantage

### **Payment:**

The assistant shall be paid a sum of EUR 1815 per month.

### **Application Procedure**

Interested candidates whose qualifications and experience meet the requirements for the position should fill out a P11 form and submit a motivation letter by **16 March 2014** to [apply.cs@unevoc.unesco.org](mailto:apply.cs@unevoc.unesco.org)

We will acknowledge receipt of your application, however, only candidates under serious consideration and contacted for an interview will receive written notice of the final outcome of the selection process.

### **Please note:**

- 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.