



United Nations
Educational, Scientific and
Cultural Organization

UNEVOC

International Centre
for Technical and Vocational
Education and Training

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

Vacancy Announcement

Publication Date: 4 March 2015
Title of post: Programme Assistant Knowledge Management
Deadline for application: 19 March 2015
Duration of appointment: 10 months, with possibility of extension
Duty station: Bonn, Germany
Preferred starting date: as soon as possible
Payment: EUR 2010 per month (lump sum)

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.

Under the direct supervision of the Programme Specialist 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:

- Backstop the Programme Specialist in managing all clearinghouse and knowledge management activities and projects of the Centre through research, knowledge development, and information management & dissemination;
- Provide back-end programmatic and administrative support in the planning, topic development, organization and reporting of virtual conferences and online discussions via the e-Forum;
- Provide back-end programmatic and administrative support in organizing collaborative research including developing initial framework and concepts, coordination with institutions and Consultants and undertaking desktop research as necessary;
- Ensure the participation and engagement of UNEVOC Centres and Network members in knowledge production and development and record evidence of their contributions for use in reporting and Network participation reviews;
- Participate in the regular update of website news and information; write news articles based on activity and mission reports submitted by staff members and ensure that content,

language and structure are in accordance with the established norms and quality standards of the Centre;

- Participate in knowledge development and dissemination activities through different channels as appropriate;
- Participate in the organization of activities related to clearinghouse and KM and provide logistics support;
- Perform day-to-day facilitation and monitoring of the development and upkeep of knowledge databases (e.g. including the World TVET database) in close collaboration with staff and interns;
- Supervise interns as assigned; draw and monitor day-to-day targets and performance
- Support the management of external personnel's contracts adhering to UNESCO policies and procedures;
- Create and maintain a database of experts in TVET and coordinate across the organization to collect information and compile a reliable central database system .

Qualifications:

- A bachelor degree in TVET, education, social sciences, knowledge management or a related relevant field, a Master degree would be an advantage;

Experiences:

- One year experience in the field of international education, TVET and/or knowledge management;

Skills:

- Excellent command of written and spoken English is compulsory; knowledge of any other UN languages is an advantage;
- Good research and analytical skills, willingness to learn;
- Ability to pay attention to details;
- Ability to work independently as well as the ability to work in a team;
- Ability to work in an international team;
- Demonstrated good communication skills;
- Ability to identify with mission objectives of UNEVOC.

Application Procedure

Please send your full CV, the P11 form and motivation letter by email to 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.