



United Nations  
Educational, Scientific and  
Cultural Organization

UNEVOC

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

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| Publication Date:         | 4 March 2015  |
| Title of post:            | Programme Assistant M&E (Monitoring and Evaluation) |
| 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 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:

- Backstop the Programme Officer in programme management tasks (planning, monitoring, implementing, evaluating, reporting) and other tasks;
- Support processes involved in the annual programme and work plan development; stay abreast with TVET issues and programmes of UNESCO and its field offices and contribute to thematic discussions and planning;
- Assist in devising data and information gathering tools from across the organization and externally to benefit UNEVOC processes and report requirements;
- Support the development of programme documents and materials, extending logistics support and preparing reports;
- Assist in coordinating the UNEVOC network strategy and activities as needed;
- Organize and maintain a systematic filing system of project records and thematic resources;
- Assist in creating and updating a database of thematic and external experts;
- Assist in managing consultants' and others' contracts;
- Support reception programmes for visitors from regional network.
- Support activities related to clearing house and knowledge management as required.

**Qualifications:**

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

**Experiences:**

- One year experience in the field of international education, TVET and programme planning/monitoring;

**Skills:**

- Excellent command of written and spoken English, knowledge of any other UN language is an advantage;
- Good research and analytical skills, willingness to learn;
- Good writing skills;
- 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;
- 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](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.