

- Title:** Liaison Officer
Domain: Education and Gender Equality
Grade: P4
Organizational Unit: Section of Education for Inclusion and Gender Equality,
Division for Inclusion, Peace and Sustainable
Development (ED/IPS/IGE)
Duty station: Paris, France
Type of contract: Project Appointment
Annual salary: 89 961 EUROS
Duration of contract : 1 year with possibility of extension subject to availability
of funds and satisfactory performance
Deadline (midnight, Paris time): **20 March 2017**
Re-advertisement
Application to be sent to: gender.ed@unesco.org
[CV Form to be used](#)

OVERVIEW OF THE FUNCTIONS OF THE POST

Within the framework of the UNESCO, UN Women and UNFPA Joint Programme on Empowering Adolescent Girls and Young Women through Education, funded by KOICA and other donors, under the overall authority of the Assistant Director-General for Education, overall guidance of the Director of the Division for Inclusion, Peace and Sustainable Development, and the immediate supervision of the Chief of Section of Education for Inclusion and Gender Equality (ED/IPS/IGE), the incumbent will work closely with the Section Programme Specialists as well as other relevant units at UNESCO. The incumbent will be responsible for liaising between UNESCO and donors, ensuring reporting and other relevant tasks in support of the country projects under the framework of the Joint Programme (Mali, Nepal and Tanzania). More particularly s/he will:

1. Ensure liaison and facilitate effective communication with KOICA and other donors of the Joint Programme, maintain regular contacts and ensure the prompt sharing of information. This includes facilitating discussions between UNESCO Field Offices and the Bureau of Strategic Planning to get approval from donors on any requirements for revisions to the agreed activities or budget of the Joint Programme.
2. Coordinate with country Field Offices and other staff in ED/IPS/IGE to prepare relevant documents, necessary for the annual review of the Joint Programme during the annual review meeting of the UNESCO-Republic of Korea cooperation and other donors, prepared by the Bureau of Strategic Planning. This includes drafting and reviewing narrative reports to ensure that agreed templates have been completed fully and accurately before submission to the Bureau of Strategic Planning for onward submission to the donor. Provide content for briefings and reports to the donor and for internal purposes, and coordinate the preparations for mid-term and final evaluations.
3. Lead the development of partnerships with UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society, and others. Assist with the further mobilization of resources, in line with the Joint Resource Mobilization Strategy of the Joint Programme, and in consultation and coordination with the appropriate units within UNESCO, concerned country Field Offices and UN Partners.
4. Coordinate inter-agency cooperation on communication activities, including the identification of, and contributions toward, high-visibility opportunities, the organization of events, and advocacy and communication materials on the Joint Programme.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent degree) in the field of education, social sciences, communication or related field. A first university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- At least 7 years of relevant experience in the field of international development, of which 3 acquired at the international level.
- Experience in coordination and dealing with partners and networks, particularly in developing countries.
- Experience in the development of knowledge and communication materials.

SKILLS/COMPETENCIES

- Excellent interpersonal and communication skills (oral and written), including the ability to prepare and present findings concisely, as well as to discuss actionable recommendations on issues of a technical nature in education.
- Excellent organizational and coordination skills.
- Excellent networking and partnership building skills.
- Knowledge of policies and procedures in international development cooperation, in particular in the UN.
- Ability to interact with a wide range of high-level partners and stakeholders.
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the Organization.
- Strong IT skills, including knowledge of office standard software.

LANGUAGES

- Excellent knowledge of Korean, good knowledge of English or French.

DESIRABLE QUALIFICATIONS

EDUCATION

- Specialization in international relations, intercultural relations, or building intercultural competence.

WORK EXPERIENCE

- Field experience, particularly in Africa, where one of the current KOICA programmes are implemented Experience with UNESCO.

SKILLS/COMPETENCIES

- Proven ability to build rapport with individuals and groups and to maintain an effective network of individuals across an organization as well as externally.
- Experience with UNESCO and understanding of the organization, including its administrative procedures and financial process.
- Fund raising and resources mobilisation skills.
- Knowledge of development issues and policies, in particular on gender equality broadly and in education.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV, in English to the Section of Education for Inclusion and Gender Equality in the Division for Inclusion, Peace and Sustainable Development (ED/IPS/IGE), UNESCO, 7 place de Fontenoy, 75007, Paris, France, or by email to gender.ed@unesco.org. Application files will have to reach UNESCO office **before 10 March 2017 midnight** (local time).

Please note that only pre-selected candidates will be contacted.

A written test may be used in the evaluation of short-listed candidates.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.

UNESCO does not charge a fee at any stage of the recruitment process.