

**UNITED NATIONS CHILDREN'S FUND
VACANCY NOTICE # UNICEF/IRN/2014/03**

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you.

For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

<u>Title:</u>	Education Specialist
<u>Duty Station:</u>	Tehran
<u>Level:</u>	NO-C
<u>Contract Status:</u>	Fixed Term
<u>Nationality:</u>	Iranian
<u>Supervisor:</u>	Deputy Representative

Deadline for Applications: Sunday 31 August 2014

Applicants are requested to send their P11 form (attached), CV and "Cover Letter" directly to email address: unicef.tehran@gmail.com

Please make sure to mention Your "Name" & "Vacancy #" in the subject line of your e-mail.

PURPOSE OF THE JOB

Under the guidance of the Deputy Representative, responsible for the planning, implementation, monitoring and evaluation of the education programme. The incumbent will be responsible for leading strategic thinking, advise management in the area of education, lead the education unit and will actively promote equity and gender issues.

KEY EXPECTED RESULTS

1. Contributes towards the preparation of research by compiling data, analyzing and evaluating information. Prepares briefing papers, background document and technical critiques and provides technical advice to UNICEF, government and external partners in the area of Education. Prepares the sectoral documents for the Country Programme Document and Plans of Action, and other programme documents, as required;
2. Designs, prepares, implements, monitors and evaluates the Education programme components. Analyzes and evaluates data to ensure achievement of objectives and/or takes corrective action when necessary to meet programme/project objectives. Contributes to the development and/or introduction of new approaches, methods and practices in project management and evaluation. Participates in the development of the sectoral workplan, ensures the achievement of specific assigned objectives. Provides guidance and support to staff in meeting project objectives;
3. Participates in intersectoral collaboration with other programme colleagues. Assists in development of appropriate communication and information strategy to support and/or advocate programme development and gender mainstreaming;

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4. Undertakes field visits to monitor programmes, as well as conducts periodic programme reviews with government counterparts and other partners. Proposes and/or undertakes action on operational procedures affecting project management and implementation. Provides technical advice and assistance to government officials and other partners in the planning, implementation, monitoring and evaluation of projects under Education;
5. Meets with national and international agencies covering the management of programmes/projects. Participates in meetings with ministries responsible for programme/project review, and follows up on implementation of recommendations and agreements. Identifies and builds strategic partnerships and promotes networking to build constituencies for children;
6. Assists government authorities in planning and organizing training, research and other programmes leading to advocacy for policy change for programme sustainability;
7. Coordinates with the Operations/Supply staff on supply and non-supply assistance activities ensuring proper and timely UNICEF and government accountability. Certifies disbursements of funds, monitors and submits financial status reports to the Deputy Representative or Representative, as required. Prepares programme/project status reports required for management, Board, donors, budget review, programme analysis, annual reports, etc.;
8. Supports UNICEF Emergency response where and if required. Ensures Emergency Preparedness and Response plans are up to date, partners are prepared and programmes/projects are pre-positioned where appropriate.

QUALIFICATION

1. Education and work experience

- Advanced university degree in Social Sciences, or related technical field;
- Five years of progressively responsible professional work experience at the national and international levels in programme management, monitoring and evaluation or educational Development;
- Fluency in English and Farsi (written and spoken);
- Computer skills, including internet navigation and various office applications;
- Work experience with the UN or other international organizations is an asset

2. Competency Profile (For details on competencies please refer to UNICEF Professional Competency Profiles.)

i) Core Values (Required)

- Commitment • Diversity and Inclusion • Integrity

ii) Core Competencies (Required)

- Communication [II] • Working with People [II] • Drive for Results [II]

iii) Functional Competencies (Required)

- Leading and Supervising [I] • Formulating Strategies and Concepts [II]
- Analyzing [III] • Relating and Networking [II]
- Deciding and Initiating Action [II] • Applying Technical Expertise [III]

UNICEF is a non-smoking working environment
Applications from qualified women are encouraged
Male applicants should be released from their military obligations