

Advertisement

Junior Professional Officer
**Programme Officer,
Education**



UNICEF

Closing Date: 4 May 2012

I General information

Title:	Programme Officer, Education
Sector of Assignment:	Education and Development Section
Country:	Rwanda
Location (City):	Kigali
Agency:	UNICEF
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries** – see criteria at the website of the Dutch Ministry of Foreign Affairs:

<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

II Duties, responsibilities and Output Expectations

1. Contributes to the UNICEF education programme development, in particular for the new programme cycle 2013-2017, and supports the development of a monitoring and evaluation framework and tools. Routinely analyze and evaluate data to ensure achievement of objectives and/or take corrective action when necessary.

Outputs: 2013-2017 Plan and monitoring and Evaluation Framework (jointly with colleagues, annual work plans (jointly with colleagues), and annual analytical progress reports (jointly with colleagues)

2. Prepares and regularly participates in coordination meetings such as the 1 UN Education Thematic Group, Education development partner and cluster meetings, the Rwandan Education NGO Coordination Platform, semestrial joint education sector reviews, and bilateral meetings with national and international agencies to improve quality of programme development and ensure wider collaboration.

Outputs: Technical contributions to meetings (data-collection, presentations, minutes, reports), Networking for partnership development and resource mobilisation.

3. Contributes to the preparation of an evidence-base for children at a disadvantage/at risk of dropout considering completion, retention and achievement, and with special attention to children from poor families, girls and children with special needs) by compiling data, analysing and evaluating information. Identifies disaggregated indicators and support conduct of relevant data analysis as part of national information systems (EMIS, Dev-info, etc). Ensures accurate analysis and utilisation of data in planning and policy development. Links with other relevant

sections, agencies and partners

Outputs: Evidence-base on equitable participation of children (advocacy for policies and interventions that will facilitate equitable participation).

4. Support to UNICEF quality improvement interventions in particular in the area of teacher development and management, curriculum and teaching and learning materials, learning assessment, and the promotion of reading; Undertakes regular field visits to monitor relevance and implementation of existing and quality improvement initiatives as well as UNICEF inputs. Develops and recommends action for adjustment to and compliance with relevant policies and operational procedures affecting project implementation and management.

Outputs: (Partial) management of portfolio of partnerships with NGO partners in improving quality in education, in particular related to the promotion of reading, monitoring report on child-friendly school models, Field visit reports—corrective measures proposed

5. Support to UNICEF Early Childhood Development (ECD) interventions in particular in the area of the development, implementation and monitoring and evaluation of ECD model centres; Undertakes regular field visits to monitor relevance and implementation of ECD initiatives by both UNICEF and its partners. Develops and recommends action for adjustment to and compliance with relevant policies and operational procedures affecting project implementation and management. Links with other relevant sections, agencies and partners.

Outputs: (Partial) management of portfolio of partnerships with NGO partners in ECD, Updated guidelines and plans for ECD modelling, Monitoring report on ECD interventions, Field visit reports—corrective measures proposed

6. Assists in the day today management and the implementation of project activities including fundraising, budgeting periodic reviews and revisions, donor proposals, programme/project status reports, budget reviews, annual reports, etc.

Outputs: Preparation of donor proposals and progress reports.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to

- Analyse data and develop an evidence-base to inform policy and planning
- Design and implementation of effective education interventions for excluded/vulnerable children;
- Develop and implement communication, advocacy and negotiation;
- Support education policy development and implementation;
- Facilitate partnership development and networking;
- Engage in Education Sector Wide Approaches (SWAPS) and new financing modalities aimed at improving aid effectiveness; Facilitate child participation

In addition:

- UNICEF uses e-PAS (or electronic Performance Appraisal System) that enables staff and supervisors to set up, monitor and complete their annual performance evaluations.
- E-PAS includes a 3-phase participatory performance management approach (planning, mid-year review and year-end assessment) where work outputs, competencies and development goals are discussed and rated by supervisor and supervisee.

IV Supervision

Title of supervisor: Chief of Education

V Required Qualifications and Experience

Education: Advanced University Degree (MA, MS, MSc, MPH, Ph.D), in Education, Social sciences or

in other related technical field, preferably including statistics and/or economics for education

Working experience: Preferably 2 to maximum 4 years of relevant work experience, including internships and voluntary work. In particular progressively responsible experience in data analysis, programme planning, implementation, administration, monitoring and evaluation, preferably in education or a related field.

Languages : Fluency in English required, good French is an asset.

Key competencies

- Good communication skills including writing and intercultural communication skills.
- Strong Analytical skills
- Foundational Competencies: Commitment; drive for results; embracing diversity; integrity; self-awareness and self-regulation; and team work.
- Functional competencies: Networking, building trust, technical knowledge and managing resources.
- Ability to work in a multicultural environment and established harmonious and effective working relationship, both within and outside the organisation.
- Computer Literacy (minimum Word, Excel, Powerpoint, internet),
- Acquaintance with statistical analysis tool is a strong asset

VI Background information on Agency/Department/Section

<http://www.unicef.org/infobycountry/rwanda.html>

The JPO will work in the Education Section. The education section is responsible for the Education and Development Programme of the Government of Rwanda and 1 UN/ UNICEF Country Programme of Cooperation for 2008-2012. It will be preparing the new programme cycle 2013-2017 over the course of 2012. The position is office-based with frequent travel to project sites and occasional international travels.

VII Information on living conditions at Duty Station

Security

Kigali is a very secure city and crime and violence against foreigners is very rare. Security is minimal level for Kigali, Rwanda however security clearance is required for all official travel.

Medical Facilities

The hospital provides 24-hour assistance with physicians and nurses on duty in their emergency room. Though King Faisal Hospital is investing heavily in new equipment, as a general rule, hospitals, laboratories and x-ray facilities in Kigali are not as modern or as well-equipped as those in the United States. It is for these reasons that serious surgical cases are usually medically evacuated from Kigali to Nairobi or Pretoria.

Educational Institutions

There are a range of international schools and Rwandan schools offering International Curricula in Kigali at both primary and secondary level.

Employment for Spouses

UNICEF offices will, to the extent possible, assist spouses of international staff members seeking employment in UNICEF or other UN agencies.

VIII How to apply

Please apply to this post via UNICEF e-Recruitment portal through the link below.

https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbmN0X2d1aWQ9NEY4MTQ3Qzg0NEVGMjQxMEUxMDAwMDAwOUU3MTBGMEYmY2FuZF90eXBIPUVYVA%3d&sap-client=100&sap-language=EN&sap-accessibility=X

Applicants will receive acknowledgement of receipts of their submission. Only shortlisted candidates will be contacted.