

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: UNESCO JPO – Education

Organizational Unit: ED Section, UNESCO Cairo Office

Duty Station: Cairo, Egypt

SUPERVISION

Direct supervision by: Director of UNESCO Cairo and Direct Supervision by Education PS

The Director does the overall supervision of all staff in 5 programme Units and Education is one unit where the JPO will work under the direct Supervision of Education Specialist.

DUTIES AND RESPONSIBILITIES

Within this context, the JPO will be assisting and responsible for: Contributing to ...

1. Support in collection and analysis of education reports, research papers, publications and documents in Education related to Adult Education, Literacy and Lifelong Learning, higher education and digital transformation,
2. Assist in the implementation of Community Learning Centres (CLCs), adult education and lifelong learning. Follow-up with relevant adult education bodies and support workshops and meetings.
3. Assist in the implementation of ASPnet programme in Egypt. Assist the Education programme Specialist in the follow-up with ASPnet schools in Egypt. Assist in close follow-up with the UNESCO Associated Schools Network Category II centre in Hainan China. Support in the implementation of category II Centre's ASPnet flagship projects in Egypt.
4. Assist the education PS in the collection and education policy analysis, education, research papers and media reports and articles, journals for the education sector programme in Egypt and Sudan;
5. Assist the Education programme in the implementation of the implementation of the inter-sectoral collaboration with other programme sectors in the Cairo Office.
6. Assist the Director and education programme Specialist in liaising, coordinating joint activities and facilitate exchange with Chinese based UNESCO Category II Centre in higher education and Innovation in Shenzhen, Teacher education Centre in Shanghai, UNESCO ASPnet Centre in Hainan, UNESCO STEM Education Institute in Shanghai, Rural education Centre in Beijing and UNESCO Chairs in TVET Digitalization and UNESCO Chair for AI in the Beijing Normal University in Beijing and UNESCO Chair in Entrepreneurship Education in Zhejiang University.
7. Support and assist the education Programme Specialist in the preparation of project proposals for resource mobilization in thematic areas such as Adult Education, Literacy and Lifelong Learning, and digital transformation, Community Learning Centres (CLCs).

8. Other tasks that may be assigned by the Supervisor and Director and Representative of the UNESCO Regional Office for Egypt and Sudan.

REQUIRED QUALIFICATIONS

Education: Advanced degree preferable (Equivalent to Masters) in the field of comparative education, global education, adult education lifelong learning, teacher education, development studies, education and digitalization, economics, environmental education, social studies or in closely related field(s) A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

Work experience:

- Preferably a minimum of [1] years of professional experience in comparative education or related areas.
- Experience in comparative desirable.

Competencies and skills:

- Good organizational and project design skills
- Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment

Languages: Excellent knowledge of English or Chinese; knowledge of another UNESCO official language is an asset. / Excellent knowledge of English or Chinese and good knowledge of the other language.

LEARNING ELEMENTS

The Junior professional will be closely mentioned and trained in education programme planning and implementation, core competencies, soft skills, strategic planning, UN operational experience and joint programming at country level, multi-tasking to assist in the implementation of education programme, programme coordination experience, liaison and collaboration institutional stakeholders in core functions such as policy dialogue, capacity development, standard setting, sharing good practices and trained in coordinating with UNESCO Category 1 and 2 Institutions and knowledge networks such as UNESCO Chairs/UNITWIN, UNEVOC, ESD, GCED etc.

BACKGROUND INFORMATION

Established In 1947, the UNESCO Regional Office for Egypt and Sudan also serves as the Liaison Office for the League of Arab States. The office has a unique dual role and geographic constituency, covering two countries where UNESCO is actively involved. This unique positioning in contiguous territories enhances cooperation and fosters multiple synergies across various domains.

The office is dedicated to fostering peace and sustainable development through education, science, culture, and communication and information. Established in coordination with UNESCO Headquarters, the office serves as a hub for advancing UNESCO's mission in the region, particularly in the context of Egypt and Sudan's unique developmental, cultural, and educational landscapes.

UNESCO Cairo Website : www.unesco.org/en/fieldoffice/cairo