

Title:	Education Planning Specialist
Domain:	Analysis, planning, management and monitoring of education and training policies
Grade:	P-3
Position Number:	6SNIEP0051PA
Organizational Unit:	Pole de Dakar of the UNESCO's International Institute for Educational Planning (IIEP-Pole de Dakar)
Duty Station:	Dakar, Senegal
Type of contract:	Project Appointment
Length:	1 year renewable (subject to satisfactory performance and availability of funds)
Annual salary:	USD 60, 233 annual net base salary plus annual variable post adjustment of USD 22, 166
Deadline (midnight, Dakar time):	31 August 2019
Application must be sent to:	planning.specialist.p3@iiep.unesco.org

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Organizational Setting

Pôle de Dakar is the International Institute for Educational Planning's (IIEP) Africa-based office located in Dakar, Senegal. IIEP is a UNESCO specialized institute with a mandate to strengthen Member States' capacity to plan and manage their education systems. The Pôle de Dakar, is renowned for its cutting edge educational sector analyses and supports African countries in developing realistic and credible education system development plans in support of the Education 2030 agenda, an essential part of the 2030 Agenda for Sustainable Development.

Through a well-crafted and targeted capacity development approach, Pôle de Dakar contributes to the creation of diagnostic analyses, sector plans and pedagogical tools. In concert, these contribute to more relevant and sustainable educational policies across Africa. Pole de Dakar is also actively involved in knowledge creation for the education sector in Africa. For more information about its activities, please follow this link [Pôle de Dakar](#)

Overview of the functions of the post

Under the overall authority of the Director of IIEP and the Head of the Pôle de Dakar, and the direct supervision of program managers, the incumbent contributes to activities related to the analysis, planning, implementation, management, and monitoring of education and training policies in Africa with a view to ensuring quality education for all on an equal footing and focusing on lifelong learning opportunities and taking into account the specificities of the formal and informal sectors. He/she will participate in activities conducted in selected countries with other Pôle de Dakar staff and may be responsible for ensuring the leadership and management of team members assigned to those countries. The research conducted and subsequent outputs will be subject to internal validation procedures, under the responsibility of the Head.

More specifically, the incumbent will be assigned the following tasks:

1. Assist African countries in the development, implementation and monitoring of educational policies aimed at providing quality education on an equal footing and focusing on lifelong learning opportunities and taking into account the formal and informal sectors:
 - a. Support the development of education and training sector, sub-sector, and thematic diagnosis;
 - b. Support for operational planning of educational policies: education policy orientation document, simulation models, education sector plan, expenditure medium term financial framework, budgeted action plan, etc).

- c. Support the strengthening of the dialogue between ministries of education and training and the ministry of finance.
 - d. Support and advise on the implementation of education policies;
 - e. Support for monitoring the implementation of education policies within the framework of sectoral education and training plans: framework of monitoring indicators, sectoral reviews in education, etc.
2. Lead and manage a portfolio of selected countries :
 - f. Assist with developing and sustaining political and education policy management and planning dialogue with the highest authorities of target countries;
 - g. Managing dialogue, exchange and coordination with development partners in country.
3. Support international initiatives for the Education 2030 Agenda:
 - a. Knowledge creation on the state of education and training in Africa;
 - b. Design tools for analysis, planning, implementation, management, monitoring and evaluation of education and training policies in Africa;
 - c. Create training materials and / or outreach strategies that meet the needs of targeted audiences.
 4. Contribute to the professional development of officials in charge of management of education planning, management and training in Africa.
 5. Contribute to implementation of training initiatives developed by the Pôle de Dakar in collaboration with its partners.
 6. Contribute to the creating, use and dissemination of relevant information in the education and training sectors in Africa :
 - a. Participate in drafting substantive and high quality methodological notes, thematic notes and country notes in collaboration;
 - b. Contribute to updating the website www.poledakar.iiep.unesco.org and portal webs such as www.pefop.iiep.unesco.org and interactive spaces for documentation and exchanges around education and training policies in Africa (digital bibliography, statistics, policy documents, etc.).
 7. Assume responsibilities within the team as defined by the Head.
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Competencies

A successful candidate will be required to demonstrate the following competencies:

Core competencies

Accountability
Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information about UNESCO's core competencies please follow this link

[UNESCO Competency Framework](#)

Required Qualifications

Education

- Advanced university degree (Master's degree or equivalent) in Economics, Statistics or Social sciences.

Work Experience

- Minimum four (4) years of relevant working experience in the fields of planning and management of education systems, of which preferably two (2) years acquired at international level.
- Experience in the design of education and training sector development plans and budgeted action plans.

Skills and competencies

- Demonstrable knowledge of African education systems and of the problems of education.
- Demonstrable knowledge of techniques to develop an education and training development plan.
- Knowledge of the education sector process in developing countries, in particular the functioning of the Global Partnership for Education (GPE).
- Expertise in the qualitative analysis of educational policy and qualitative research techniques.
- Advanced knowledge of MS Office suite (Word, Excel, etc.).
- Ability to undertake regular missions, especially in diverse and challenging contexts.
- Ability to work under pressure and meet deadlines.
- Excellent interpersonal and communication skills (oral and written).

Languages

- Excellent knowledge of English and good working knowledge of French.

Desirable qualifications

Education

- Specialized training in educational planning and/or management.

Skills and competencies

- Knowledge of statistical techniques and familiarity with statistical software (SPSS, Stata, SAS, etc.).
- Knowledge of adult learning.

Languages

- Knowledge of Portuguese.

Assessment

A written assessment exercise followed by a competency-based interview may be used to evaluate qualified candidates.

How to apply

To apply, please send your CV ([UNESCO format](#)) and your cover letter to: planning.specialist.p3@iiep.unesco.org

Please indicate « Education Planning Specialist (P3) » in the subject line of your email message. The deadline for applications is **31 August 2019 at midnight (Dakar time)**.

Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.