

## Vacancy Announcement – UNESCO Tehran Cluster Office – Programme Assistant

**Position Title:** Programme Assistant for Education

**Level:** L5 (UNESCO Tehran SC scale)

**Duty Station:** Tehran

**Type of Contract:** Service Contract

**Duration of Contract:** 8 Months (renewable upon availability of funds)

**Closing Date of Applications (midnight, local time):** 10 April 2021

**A. Under the overall supervision of the Director of UNESCO Tehran Cluster Office and day-to-day supervision of the Education Officer, the incumbent will provide programme and administrative support to the Education unit and will perform the following functions:**

- a. Provide support with regard to the preparation of analysis, briefings, proposals and reports related to Education;
- b. Provide support with regard to the preparation of outreach activities, publication production and partnership initiatives. Collect and organize information; prepare draft docketts and charts; assemble documents, finalize and format reports, presentations, speeches etc. according to the standards and procedures established by UNESCO;
- c. Liaise with other UN Agencies and Government counterparts to collect necessary data and information;
- d. Assist in coordination and organization of events (meetings/seminars/ workshops/ gatherings); arrange travel of program staff including obtaining security clearance, visa requests, procurement of tickets, and prepare official travel documentation; invite participants and arrange for their visas, tickets and accommodation as required; translate documents/correspondences as needed; support the development of contracts/POs in UNESCO contract management system (DUO); order supplies such as refreshment/flowers, and equipment and assist in their prompt distribution, purchase and delivery;
- e. Draft and process contracts, process payment requests, ensure that deadlines and the terms of reference of contracts are respected, draft contract amendments in a timely manner when needed and perform financial duties related to programme implementation;

- f. Maintain Education unit filing and reference system; ensure that the Education unit's shared files are up-to-date and in good order in line with UNESCO and UTCO standards; provide support in the management and archiving of financial commitments, contracts, and procurement related documentation of the Education programme, and prepare files for audits;
- g. Support Education officer in inter-sectoral collaborations especially as it relates to improving the visibility of projects and joint activities internally and externally through preparation of web-stories, social media posts and office newsletters;
- h. Carry out unofficial interpretation, translation and editing (Farsi/English/Farsi);
- i. Support any other inter-sectoral activities as the need arises;
- j. Perform any other task assigned by the Director of Office and the Education Officer;
- k. Back-stop Education Officer during her leave of absence.

**B. The core competencies required by the job:**

- a. Demonstrate/safeguard ethics and integrity;
- b. Demonstrate corporate knowledge and sound judgement;
- c. Problem solving, self-development, initiative-taking, learning and sharing knowledge and facilitating the learning of others;
- d. Act as a team player and facilitate team work;
- e. Fluency in both (written and spoken) English and Farsi
- f. Communicate efficiently and effectively;

**C. The IT competencies required by the job:**

- a. Good working knowledge of (i) office software (Word, Excel, PPT); (ii) Email and internet

**D. Requirements:**

- a. University degree in Education, Social Sciences, Humanities, or related areas – Graduate degree in a related field is an asset
- b. Minimum of five years of work experience
- c. Prior working experience in an international organization desirable.

**HOW TO APPLY**

Interested candidates should submit their application letter and CV in English to UNESCO Tehran Cluster Office (JobVacancy-TEH@unesco.org) using UNESCO CV. The shortlisted candidates may undergo a written-test. Only shortlisted candidates will be contacted.