

VACANCY ANNOUNCEMENT

Education Specialist (Programme / Cluster Coordinator) P4 - FT, Gaziantep, Türkiye RDM24023

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, Hope

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context:

The Education Specialist (Programme / Cluster Coordinator) (P4) works in the MENARO Outpost based in Gaziantep, works for children in Northwest Syria and reports to Emergency Coordinator.

Purpose for the job:

Under the overall guidance, of the Emergency Coordinator, the Education Specialist (Programme / Cluster Coordinator) will be responsible for supporting both cluster coordination and programme design, development and monitoring of the UNICEF humanitarian response programme for the Education Sector in north-west Syria. The post will be managing UNICEF's education program including the management of implementing partners and capacity development. The specialist will contribute to the achievement of concrete and sustainable programs/project results according to the relevant work plans, budget allocations, and results management approaches and methodology (RBM), UNICEF's Strategic Plan, standards of performance and accountability framework. The post will support the education cluster work, which UNICEF co-leads (with Save

the Children) and will also facilitate the process to ensure a well-coordinated, strategic, adequate response by all education cluster members.

How can you make a difference?

Summary of key functions/accountabilities:

- (1) Cluster Coordination for Education.
- (2) Response/ Programme development and planning.
- (3) Programme management, monitoring and quality control of results.
- (4) Advocacy, networking, and partnership building.
- (5) Innovation, knowledge management and capacity building.

1. Cluster Coordination for Education

- Ensure appropriate coordination with NGOs and other actors in the education sector in the direction of effective cluster coordination. This is to be done in close collaboration with Save the Children co-cluster coordinator for education.
- Participate in all relevant Education sector Working Groups and inter/cross-cluster meetings.
- Identify and establish contact with all other relevant cluster stakeholders including national and international organizations, and representatives of affected populations. Invite these stakeholders to participate as partners in the work of the education cluster as appropriate.
- In collaboration with the Save the Children co-cluster coordinator for education, convene and facilitate meetings of the education cluster (and/or joint meetings with another cluster), increasing or reducing their frequency as needed and avoiding meeting overload. Ensure that education cluster meetings are well-managed and action and results-oriented, with timely decisions clearly communicated to relevant cluster partners and stakeholders. Ensure that meetings are managed in line with the Principles of Partnership.
- Establish and manage needs-based temporary technical working groups to undertake specific tasks.
- Represent the Education Cluster at every cross-cluster and Inter-Agency meeting.
- Undertake capacity mapping and gap identification exercises to develop a capacity-development strategy for the education cluster.
- Identify the prioritized training needs of education cluster partners and advocate to lead agencies, donors, and other stakeholders to meet these needs.
- Organize joint field missions, needs assessments and analysis among education cluster partners.
- Participate in joint cross-cluster needs assessment exercises as appropriate to ensure that identified needs, gaps and priorities are as evidence-based as possible.
- Facilitate discussion and agreement on the use of common standards and tools among education cluster partners. Promote awareness of adherence to and provide updates on cluster developed tools to education cluster members.
- Ensure, to the extent possible, that education cluster partners use common standards and tools for information collection/sharing and data management, including in needs assessments and monitoring.
- Facilitate adequate reporting and information sharing, both within the education cluster and with other clusters.
- Together with cluster partners, identify core advocacy concerns for the cluster and contribute key messages to the broader advocacy.
- Following thorough and transparent consultation within the education cluster, provide leadership and strategic direction in the assessment and prioritization of project proposals, activities, and initiatives for inclusion in the Strategic Response Plan, pooled funding requests and other inter-agency funding appeals.

2. Response/ Program development and planning

- Plan and/or provide technical assistance and operational support to the preparation and design and provide regular updates of the situation of the education sector in northwest Syria to ensure that current comprehensive and evidence-based data on education issues are available to guide UNICEF's strategic policy advocacy, intervention, and development efforts on education and to set the response priorities, strategies, design, and implementation plans (under UNSCR 2450).
- Keep abreast of WoS national, regional, and international development priorities on education to enhance the response management and delivery.
- Participate in NLG and WoS strategic program discussions on the planning of education programs/projects. Formulate, design, and prepare program/project proposals for the education sector, ensuring alignment with the UNICEF's Strategic Plan and the CCCs.
- Establish specific goals, objectives, strategies, and implementation plans for the education sector using results-based planning terminology and methodology (RBM). Prepare required documentation for program review and approval.
- Work closely and collaboratively with internal and external colleagues and partners to discuss strategies and methodologies and to determine priorities/competencies to ensure the achievement of concrete and sustainable results.
- Provide authoritative technical and operational support throughout all stages of programming processes to ensure integration, coherence, and harmonization of programs/projects with other UNICEF sectors and achievement of results as planned.

3. Programme management, monitoring and quality control of results.

- Plan and/or collaborate with monitoring and evaluation initiatives to establish benchmarks, performance indicators and other UNICEF indicators (3PM and HPMS), to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable response and results in education programs.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in education programming and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Monitor programs and projects to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Plan, monitor and control the use of program resources (financial, human, administrative and other assets) certifying/verifying compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity. Ensure timely reporting and liquidation of resources.
- Submit and prepare timely program/project reports to donors and other partners to keep them informed on program progress and critical issues.

4. Advocacy, networking, and partnership building

- Build and strengthen strategic education partnerships through networking and advocacy with UN system agency partners, donors, internationally recognized institutions, NGOs, funding organizations, research institutes and private sector partners to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on education.
- Prepare communication strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnership/alliances for sustainable results and support fund raising for UNICEF and Country Office education programs and education in emergencies interventions.
- Participate and/or represent UNICEF in inter-agency and cluster discussions and planning on education and related issues to ensure UNICEF's organizational position, interests and priorities are fully considered and integrated.

5. ***Innovation, knowledge management and capacity building***

- Promote critical thinking and innovative approaches and good practices for sustainable education programs/projects initiatives through advocacy and technical advisory services.
- Keep abreast of research, introduce, and implement best and cutting-edge practices on education management and information systems. Institutionalize and disseminate best practices and knowledge.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable education programs and projects.
- Organize/plan/implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on education and related programs/projects.

Impacts of Results

The strategic and effective advocacy, planning and formulation of education programs/projects and the achievement of sustainable results, contribute to the achievement of goals and objectives to improve learning outcomes and equitable, inclusive, and universal access to education in the country. Achievements in education programs and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide program services for mothers and children that promotes greater social equality in the country.

To qualify as an advocate for every child you will have...

Education: An Advanced University Degree in education, economics, psychology, sociology, or other social science field is required. Or

A first level (Bachelor's) University Degree in a related field(s) with 10 years professional experience may be acceptable in lieu of an Advanced University Degree

Experience: Minimum of 8 years of progressively responsible relevant work experience in programme planning, management, and/or research in education at the international level, some of which is preferably in a developing country is required. Experience working in an UN system agency or UN organization is an asset. Familiarity with emergency response (education in emergencies) is an asset.

Language Requirements: Fluency in English is required. Knowledge of another official UN language or a local language is an asset.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

The UNICEF competencies required for this post are...

- (1) Builds and maintains partnerships.
- (2) Demonstrates self-awareness and ethical awareness.
- (3) Drive to achieve results for impact.
- (4) Innovates and embraces change.
- (5) Manages ambiguity and complexity.
- (6) Thinks and acts strategically.
- (7) Works collaboratively with others.
- (8) *Nurtures, leads, and manages people.*

Familiarize yourself with [our competency framework](#) and its different levels.

Technical competencies must be demonstrated in the following areas:

- Good understanding of the overall global development context, including issues such as: poverty, conflict, and the impact of these factors on education and vice-versa; and inter-sectoral approaches to address such issues in collaboration with other sectors (including Social Policy, Child Protection, Nutrition, WASH, Health and Nutrition, and Communications within UNICEF).
- Good knowledge of global developments in education and international engagement strategies, including the application of the equity lens and human rights perspectives to programming.
- Good ability to support education policy dialogue: translation of analytical findings and evidence into development programs and policy discussions around equity and learning with partners, including government, development partners, CSOs and academia in relevant areas.
- Good education sector planning knowledge/ability, including the range of modalities for delivering education, linkages between different sub-sectors (e.g. ECD and ECE, Primary, Secondary, Tertiary, Inclusive Education), cost-effectiveness and efficiency issues, key institutional structures, components and processes, as well as governance issues.
- Good education and policy sector analysis capacity, including a strong understanding of the core education data sets, indicators, tools for analysis of equity, determinants of student access and learning, budget, cost and financing, education system management, political economy and application of data and analysis to education policy and strategic planning.
- Good ability to support engagement with education partners (e.g. Sector Wide Approaches, Global Partnership for Education, Education in Emergencies Clusters, Education Provider Forums, UN Delivering as One, inter-sectoral partnerships such as in ECD), as well as networking with other key partners.
- Good understanding of gender and equity issues in relation to education and development and the application of gender / equity analysis to policy and planning in education.
- Good understanding of policies and strategies to address issues related to resilience: risk analysis and risk management, education in conflict and post-conflict situations, natural disasters, and recovery for CO and RO based post and where relevant,

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, time off for breastfeeding purposes [\[KR5\]](#), and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

Remarks:

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF's active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable **female candidates** are encouraged to apply.

Government employees who are considered for employment with UNICEF are normally required [\[LK6\]](#) to resign from their government positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Additional information about working for UNICEF can be found [here](#).