

**UNICEF Mexico Country Office
Temporary Appointment
Terms of Reference [TOR]**

Post Title	Education Officer	Post Level	NO-1
Supervisor's title	Education Officer	Supervisor's Level	NO-1
Contract duration	364 days	Duty Station	Chilpancingo, Guerrero

JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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 favouritism. 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 fulfil their potential but also will lead to sustained growth and stability of countries. Therefore, 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.

UNICEF has worked for several years in Guerrero, providing technical assistance and implementing multiple projects with the aim of improving educational and protection indicators in the state. In December 2021, a framework agreement was signed between the Guerrero state government and UNICEF to ensure the rights of girls and boys. The agreement covers topics such as emergency education in the context of the COVID-19 crisis, prevention and response to violence against children and adolescents (NNA), indigenous education, water, sanitation, and hygiene (WASH), and school safety. This agreement will lead to a work plan with the Guerrero State Education Secretariat.

To successfully carry out the framework agreement and work plan with the Guerrero State Education Secretariat, a liaison officer is needed to connect technical officials located at the UNICEF office in Mexico City with state authorities, implementing partners, and allies in Guerrero. Additionally, UNICEF Mexico is responding to the emergency caused by Hurricane Otis, which affected the Guerrero coast on September 25. UNICEF is working in coordination with government institutions and civil society organizations to address the basic needs of children, adolescents, and their families. The goal is to enhance the education sector's response capabilities through the design, implementation, and monitoring of a response, recovery, and reconstruction plan. This plan aims to ensure the right to education for children and adolescents in schools affected by the hurricane.

The Education Officer will be based in the city of Chilpancingo, Guerrero. The Officer reports to the Education Officer (NO-1) based in Mexico City for the planning and implementation of the education

programme in the state as well as programmatic guidance; and works in close coordination with the Field Support Specialist (NO-3) for Guerrero for administrative and operational matters as well as orientation on local context. The Education Officer (NO-1) will be required to carry out frequent missions throughout the state of Guerrero.

For more information related to the work of our organization in Mexico, please visit our website: [UNICEF Mexico](#) and our latest [Annual Report 2022: Informe Anual 2022 UNICEF México](#)

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

The Education Officer provides professional technical, operational, and administrative assistance throughout the programming process for the education programmes/projects through the application of theoretical and technical skills in researching, collecting, analysing, and presenting technical programme information while learning organizational rules, regulations, and procedures to support the development and implementation of the Education Programme for Guerrero, within UNICEF's Country Programme.

Under the direct supervision of the Education Officer (NO-1) in Mexico Country Office in Mexico City and in close coordination with the Field Support Specialist (NO-3), the Education Officer (NO-1) in Guerrero, Chilpancingo will have the following responsibilities:

Support to programme development and planning

- Support preparation of technical reports and provide inputs for programme preparation and documentation ensuring accuracy, timeliness, and relevancy of information
- Contribute to the development/establishment of education programme goals, objectives, strategies for Guerrero, and results-based planning through research, collection, analysis and reporting of education and other related information for development planning and priority and goal setting
- Liaise with the state education authorities in the development and follow-up to the joint workplan signed between UNICEF and the education authorities of the state of Guerrero

Programme management, monitoring and delivery of results

- Suggest solutions on routine programme implementation and submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned
- Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution
- Monitor progress of the joint workplan agreed between UNICEF and the state of Guerrero and ensure continuous communication and coordination with the education authorities

Technical and operational support to programme implementation

- Provide technical and operational support to State government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on education and related issues to support programme implementation, operations, and delivery of results.

- Specifically, the incumbent will provide support to the implementation and monitoring of interventions related to i) foundational learning for children with learning gaps and children attending indigenous schools, ii) prevention and response to school violence, iii) early recovery and disaster risk reduction in the education sector, in the context of the impact of hurricane Otis, iv) early childhood education, v) water, sanitation and hygiene in schools, amongst others.

Networking and partnership building

- Build and sustain effective close working partnerships with State government counterparts and local stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on education programmes.
- Participate in appropriate inter-agency meetings and events on programming to collaborate, where appropriate, with inter-agency partners on operational planning and preparation of joint or coordinated education programmes/projects in Guerrero

Innovation, knowledge management and capacity building

- Contribute to the application of innovative approaches and promotion of good practices to support the implementation and delivery of concrete and sustainable programme results
- Research, benchmark, and report on best and cutting-edge practices for development planning of knowledge products and systems

DELIVERABLES / OUTPUT

1. Programme on foundational skills learning at primary school level implemented in collaboration with state education authorities and roadmap for institutionalization/scaling up, defined with education authorities and CO education team
2. Agenda for inclusive education for children and adolescents from indigenous groups developed, focused on protecting their right to learn in their mother tongue
3. UNICEF teacher training model “Escuelas en Acción por la Igualdad”, promoted and taken to scale in Guerrero
4. Follow-up provided to UNICEF’s emergency response after Otis, as well as early recovery interventions, including disaster risk reduction in the education sector
5. Implementing partners received support and guidance to implement activities
6. Mechanisms established to ensure fluent coordination and communication between UNICEF Mexico and state education authorities to ensure a coherent programmatic intervention in line with UNICEF’s education priorities and local context needs.

REQUIRED QUALIFICATIONS

<p>Education</p>	<ul style="list-style-type: none"> • A university degree (Bachelor’s) is required, preferably, in one of the following fields: education, psychology, sociology, or another relevant technical field. • An advanced university degree (Master’s degree) in education or additional certificates relevant to the assignment will be considered as an asset.
-------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Work Experience</p>	<ul style="list-style-type: none"> ▪ A minimum of one year of progressively responsible work experience in education, with proven experience supporting programme activities. ▪ Experience working in the state of Guerrero, Mexico is considered as an asset. ▪ Experience working with the public education system of Mexico is considered an asset ▪ Experience working with UNICEF, or another UN agency is considered as an asset. ▪ Developing country work experience and/or familiarity with emergency.
<p>Languages</p>	<ul style="list-style-type: none"> ▪ Fluency in Spanish ▪ An intermediate level of English is required, but complete fluency is preferred.

UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)

Core values of care, respect, integrity, trust, and accountability.

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.

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

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

UNICEF has a zero-tolerance policy on conduct 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 also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. 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.