

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Job Title	: Education Specialist (Foundational Skills Development)	Duty Station	: Jakarta, Indonesia
Level	: NOC	Section	: Education
Duration (maximum 364 days)	: 5 months	Report to	: Chief of Education
Estimated start date	: 1 May 2026		

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 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.

Job organizational context: The Education Specialist GJP is to be used in a Country Office (CO) where the Education Programme is a component of the Country Programme (or UNSDCF). The Specialist reports to the Chief, Education who is at Level 5/4, or Education Manager who is at Level 4.

Purpose for the job: Under the guidance and general supervision of the **Chief, Education (Level 5)**, the Specialist (Foundational Skills) supports the development and preparation of the education programme, particularly activities related to foundational (literacy and numeracy) learning, including gender and disability inclusive education in the context of reaching ‘last mile’ learners in early education, overall education sector system capacity strengthening, including informed by key research programmes.. The Specialist is also responsible for managing, implementing, monitoring, evaluating and reporting the progress of education programmes within the country programme. The Specialist provides technical guidance and management support throughout the programming processes to facilitate the administration and achievement of results on education programmes to improve learning outcomes and equitable and inclusive education, especially for children who are marginalized, disadvantaged and excluded in society.

The Specialist contributes to achievement of results according to plans, allocation, results based-management approaches and methodology (RBM), as well as UNICEF’s Strategic Plans, standards of performance, and accountability framework.

KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

Summary of key functions/accountabilities:

1. **Support to programme development and planning**
 2. **Programme management, monitoring and delivery of results**
 3. **Technical and operational support to programme implementation**
 4. **Networking and partnership building**
 5. **Innovation, knowledge management and capacity building**
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1. **Support to programme development and planning**
 - Support the preparation, design and updating of the situation analysis for the education programmes to ensure that current and comprehensive data on education issues is available to guide UNICEF’s strategic policy, advocacy, intervention and development efforts on education programmes.
 - Help supervisor set priorities, strategies, design and implementation plans. Keep abreast of development trends to enhance programme management, efficiency and delivery.
 - Participate in strategic programme discussion on the planning of education programmes. Formulate, design and prepare programme proposals for the sector, ensuring alignment with UNICEF’s Strategic Plans and Country Programme and coherence/integration with the UN Sustainable Development Cooperation Framework (UNSDCF), regional strategies and national priorities, plans and competencies.

- Establish specific goals, objectives, strategies and implementation plans for the sector using results-based planning terminology and methodology (RBM). Prepare required documentation for programme review and approval.
- Work closely and collaboratively with internal colleagues and partners to discuss strategies and methodologies, and to determine national priorities to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes and to ensure integration, coherence and harmonization of programmes with other UNICEF sectors and achievement of results as planned and allocated.

2. Programme management, monitoring and delivery of results

- Plan and collaborate with internal colleagues and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators to assess/strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sector on education programmes.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme management.
- Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes through field visits and surveys, and exchange information with stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity, ensuring timely reporting and liquidation of resources.
- Prepare regular and mandated programme reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and country office partners and donors on interpretation, application and understanding of UNICEF policies, strategies, processes and best practices and approaches on education and related issues to support programme management, implementation and delivery of results.
- Arrange/coordinate availability of technical experts with Regional Office/HQ to ensure timely and appropriate support throughout the programming process.
- Participate in education programme meetings including programme development and contingency planning to provide technical and operational information, advice and support.
- Draft policy papers, briefs and other strategic programme materials for management use.

4. Networking and partnership building

- Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders, global partners, donors, and academia through active networking, advocacy and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on education programmes.
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnerships and support fund raising for education programmes.
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions on education and related issues to collaborate with inter-agency partners/colleagues on UNSDCF planning and preparation of programmes ensuring organizational position, interests and priorities are fully considered and integrated in the UNSDCF process in development planning and agenda setting.

5. Innovation, knowledge management and capacity building

- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.
- Keep abreast, research, benchmark, and implement best practices in education management. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes.

- Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on education and related programmes.

Impact of Results

The efficiency and efficacy of support provided by the Education Specialist (Foundational Skills) to programme preparation, planning and implementation, contributes to the achievement of sustainable results relating to improved foundational skills pedagogy, and gender equitable and disability inclusive learning environments to support improved learning outcomes and universal access to quality, equitable and inclusive primary education. The formulation and use of research-informed policy in support of education system reform, will also be a key result, gained through robust research aimed at better understanding and tackling key education transformation challenges. Success in education programmes in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

Technical Competencies

Technical competencies must be demonstrated in the following areas:

- **Some 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 Communications within UNICEF).
- **Some knowledge of global developments in education** and international engagement strategies, including the application of the equity lens and human rights perspectives to programming.
- **Some ability to support policy dialogue**: translation of analytical findings and evidence into development programme and policy discussions around equity and learning with partners, including government, development partners, CSOs and academia in relevant areas.
- **Some education sector planning knowledge/ability**, including the range of modalities for delivering education, linkages between different sub-sectors (e.g. ECD, Primary, Secondary, Tertiary, Inclusive Education), cost-effectiveness and efficiency issues, key institutional structures, components and processes, as well as governance issues.
- **Some education and policy sector analysis capacity**, including understanding of the core education data sets and indicators; tools for analysis of equity; determinants of student access and learning; budget, costing, and financial management in education systems; political economy; and education policy and strategic planning.
- **Some foundational skills development knowledge/ability**, including a solid grasp of the literacy and numeracy skills acquisition barriers faced by children, including girls and boys with and without disabilities located in rural and remote areas.
- **Some programme management in education**, including programme design, costing, monitoring and evaluation and reporting.
- **Some ability to support engagement with partners** e.g. Sector Wide Approaches, Global Partnership for Education, Education in Emergency Clusters, Education Provider Forums, Delivering as One, Inter-sectoral partnerships such as in ECD, as well as networking with other key partners.
- **Some understanding of gender equality and disability inclusion issues** in relation to education and development and the application of gender equality and disability inclusion analysis to policy and planning in education.
- **For CO and RO based posts and where relevant, some understanding of policies and strategies to address issues related to resilience**: risk analysis and risk management, education in conflict situations, natural disasters, and recovery.

RECRUITMENT QUALIFICATIONS

Education: An advanced university degree in one of the following fields is required: education, development studies or another relevant technical field.

Work experience: A minimum of five years of professional experience in programme planning, management, and/or research in education is required.

Experience of foundational skills teaching and learning issues, particularly in rural and remote areas, is considered as an asset.

Experience working in a developing country is considered as an asset.

Relevant experience in a UN system agency or organization is considered as an asset.

Language proficiency: Fluency in Bahasa Indonesia and English is required.

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