

UNICEF – BURUNDI

TERMES DE REFERENCE POUR UN CONTRAT TEMPORAIRE

<p>Duty Station: Bujumbura Section/Division: Education Level: P3 Duration: 364 days Title: Education Specialist P3</p>	
<p>PURPOSE OF POST: Supporting the European Union Programme through planning, implementing, monitoring, and evaluating activities.</p>	<p>REPORTS TO: Chief Education</p> <p>NUMBER/LEVEL OF POSTS SUPERVISED: na</p>
<p>1. <u>Support to Programme development and planning</u></p> <p>1.1 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.</p> <p>1.2 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 Development Assistance Framework (UNDAF), regional strategies and national priorities, plans and competencies.</p> <p>1.3 Establish specific goals, objectives, strategies and implementation plans for the sector using results-based planning terminology and methodology (RBM). Prepare required documentations for Programme review and approval.</p> <p>1.4 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.</p> <p>2. <u>Programme management, monitoring and delivery of results</u></p> <p>2. 1 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 with a focus on the EU funded Programme.</p>	<p>QUALIFICATIONS AND COMPETENCIES:</p> <p><u>Education:</u> An advanced university degree in one of the following fields is required: education, economics, psychology, sociology, or another relevant technical field</p> <p><u>Working experience:</u> A minimum of five years of professional experience in programme planning, management, and/or research in education is required.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p> <p><u>Language:</u> Fluency in French and English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.</p> <p><u>Core Values</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core Competencies</u></p> <ul style="list-style-type: none"> • Demonstrates Self Awareness and Ethical Awareness (1) • Works Collaboratively with others (1) • Builds and Maintains Partnerships (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Drive to achieve impactful results (1)

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2.2 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.

2.3 Prepare and assess monitoring and evaluation reports to identify gaps, strengths, and weaknesses in Programme management, regarding the EU funded Programme

2.4 Identify lessons learned and use knowledge gained for development planning and timely intervention with a focus on EU funded Programme to achieve goals.

3. Technical and operational support to Programme implementation

3.1 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.

3.2 Arrange/coordinate availability of technical experts with Regional Office/HQ to ensure timely and appropriate support throughout the programming process.

3.3 Participate in education Programme meetings including Programme development and contingency planning to provide technical and operational information, advice, and support.

3.4 Draft policy papers, briefs, and other strategic Programme materials for management use.

4. Networking and partnership building

4.1 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.

4.2 Prepare communication and information materials for CO Programme advocacy to promote awareness, establish partnerships and support fund raising for education Programmes.

- Manages ambiguity and complexity (1)

Funding: NON-GRANT.

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4.3 Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions on education and related issues to collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of Programmes/projects ensuring organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting.

5. Innovation, knowledge management and capacity building

5.1 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.

5.2 Keep abreast, research, benchmark, and implement best practices in education management. Assess, institutionalize, and share best practices and knowledge learned.

5.3 Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable Programmes and projects.

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

APPROVED BY: _____

Date: _____

Chief of Section Head of Office