



UNITED NATIONS CHILDREN'S FUND
JOB VACANCY
Temporary Appointment

I. Post Information

Job Title: **Education Officer (Digital Learning)**
Supervisor Title/ Level: **Education Specialist, Level 3**
Organizational Unit: **Programme**
Post Location: **Male', MALDIVES**

Job Level: **Level 2, Temporary Appointment (364 days)**
Job Profile No.:
CCOG Code: **1F**
Functional Code: **EDU**
Job Classification Level: **Level 2**

II. 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.

Purpose for the job: Under the guidance and general supervision of the Education Specialist (Level 3) at UNICEF Maldives Country Office and the oversight of the Deputy Representative of MCO, the Education Officer supports the design, implementation and monitoring of end-to-end digital learning solutions in the Maldives, including the digital learning initiative developed and piloted in partnership with the Ministry of Education, Google and UNICEF Regional Office for South Asia.

As such, the Officer provides quality technical support and guidance in developing digital learning initiatives that help improve learning outcomes and support continuation of learning, particularly for the most vulnerable children. This includes providing technical assistance in assessing country office requirements, localizing technology, curating/producing content and ensuring that it is contextualized and can be effectively used.

The Officer contributes to the 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.

III. Key functions, 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**

1. **Support to programme development and planning**

- Provide technical assistance and advice to colleagues in the section on all aspects of programming and implementation to enable them to achieve performance objectives in the context of the implementation and scale up of digital learning solutions.
- Work closely and collaboratively with internal and external colleagues and partners to discuss strategies and methodologies and to determine national priorities/competencies to ensure the achievement of concrete and sustainable results.
- Aid in the development of country-level programme implementation plans and activities, leveraging best practices and leading technical approaches, in coordination with Country Office teams, partners, and governments.
- Help supervisor set priorities, strategies, design, and implementation plans for the digital learning initiatives. Keep abreast of development trends to enhance programme management, efficiency, and delivery.
- Provide technical and operational support throughout all stages of programming processes and to ensure integration, coherence, and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

2. **Programme management, monitoring and delivery of results.**

- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results. Provide guidance on programmatic and technical data.
- Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programme and management, identify lessons learned and use knowledge gained for development planning and timely interventions.
- Plan and collaborate with internal colleagues, Google, 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 digital learning, including exploring synergies with the digital learning agenda supported by the Global Partnership for Education.

3. **Technical and operational support to programme implementation**

- Provide technical guidance and operational support to country office partners/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/Google to ensure timely/appropriate support throughout the programming/projects 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, information and/or consideration.
- Help troubleshoot technical, hardware and software issues in coordination with the Google team.

4. Networking and partnership building

- Build and sustain effective close working partnerships with relevant counterparts and global partners/allies/donors/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 programs.
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish relevant partnership/alliances and support fund raising for education programs

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

IV. Impact of Results

The efficiency and efficacy of support provided by the Education Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to improve learning outcomes and universal access to quality, equitable and inclusive education. Success in education programmes and projects in turn contribute 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.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)
- Manages ambiguity and complexity (1)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: education, psychology, sociology or another relevant technical field.
Experience:	<p>A minimum of two 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>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.