

## VACANCY ANNOUNCEMENT

**Education Specialist  
(Programme / Cluster Coordinator),  
P4 - FT,  
RDM24030  
MENARO Amman, Jordan**

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, *[insert tagline]***

### Strategic office context:

The Education Specialist, Programme and Cluster Coordination, works in the UNICEF MENARO and reports to both the Senior Emergency Specialist, Whole of Syria, P5 and to the Regional Adviser, Education.

### Purpose for the job:

Under the overall guidance, of the Senior Emergency Specialist and the MENARO Education Advisor, the Education Specialist Programme and Cluster Coordination will be responsible for supporting both the Whole of Syria education cluster coordination and programme design, and the development, monitoring of and support to UNICEF humanitarian response programming (education in emergencies) for the Education Sector in the MENA region. The specialist will contribute to the achievement of concrete and sustainable programmes/project results according to the relevant work plans, budget allocations, technical support to country offices 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) Management and advisory support to the Regional and Country Offices
- (2) Programme development and planning
- (3) Programme management, monitoring and delivery of results.
- (4) Technical support to strengthen national and local capacity.
- (5) Advocacy, Resource mobilization and partnership building
- (6) Innovation, knowledge management and capacity building
- (7) Cluster Coordination, representation, and leadership

### 1. Management and advisory support to the Regional and Country Offices

- Provide advice to regional and country offices in establishing the annual work plan, including developing strategies and determining priorities, targets and performance measurements.
- Coordinate work progress monitoring and ensure results are achieved according to schedule and performance standards, and report to the Regional Education Adviser critical issues for timely action.
- Provide technical assistance and advice to colleagues in the section on all aspects of programming and implementation to enable them to achieve performance objectives.
- Perform the full duties of the Regional Education Adviser in her/his absence.

### 2. Programme development and planning

- Provide technical support and guidance on the preparation, design and updating of the situation analysis for the education sector/s to ensure comprehensive and current data on education is available. to guide policy development as well as design and management of education programmes/projects.
- Participate in strategic programme discussions on the planning of education programmes/projects.
- Formulate, design and prepare education programme proposals, ensuring alignment with UNICEF's Strategic Plans, Country Programmes, and coherence/integration with the UN Development Assistance Frameworks (UNDAFs), regional strategies, as well as national priorities, plans, and competencies.
- Establish specific goals, objectives, strategies, and implementation plans for the education sector based on results-based planning terminology and methodology (RBM). Prepare required documentation for programme review and approval.
- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities and 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 programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.
- Lead the planning and implementation of needs assessment and analysis, including representing the Education Cluster/ Sector/ Working Group in multi-sectoral needs assessments and joint analysis of need, at national and subnational levels.
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- Lead and coordinate strategic planning, response prioritization and the development of the education sectoral response plan that is based on the HNO and aligned with national priorities, policies and plans
- Engage with OCHA and other AoRs/ Clusters/ Sectors/ Working Groups to contribute to the development of the HRP, advocating for a response that reflects and addresses the concerns of the Education Cluster/ Sector/ Working Group.

### 3. Programme management, monitoring and delivery of results

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence, and delivery of concrete and sustainable results for 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 and interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management and Education Cluster/ Sector/ Working Group strategy, priorities and agreed results. Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes and projects through field visits, surveys and/or exchange of information with partners and 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.
- Plan, monitor and verify the optimum and appropriate use of education sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments, and standards of accountability. Ensure timely reporting and liquidation of resources.
- Prepare regular and mandated programme/project reports for management, donors and partners to keep them informed of programme progress.
- Monitor Education Cluster/ Sector/ Working Group adherence to IASC cluster approach principles, relevant humanitarian and sectoral agreements, standards, initiatives and guidelines and support partners to make improvements.

### 4. Technical support to strengthen national and local capacity

- Provide advice to key government officials, NGO partners, UN system partners, and other country office partners/donors on policies, strategies, best practices and approaches on education-related issues to support programme development planning, management, implementation, and delivery of results.
- Participate in strategic programme discussions and planning to provide technical advice, contribute to policy discussions and agendas, and promote education interventions, including the areas of gender and emergency preparedness.
- Prepare policy papers, briefs and other strategic programme materials for management use, information and/or consideration.
- Participate in emergency preparedness initiatives for programme development, contingency planning and/or to respond to emergencies in country or where designated.

### 5. Advocacy, Resource mobilization and partnership building

- Build and strengthen strategic partnerships with education sector government counterparts, national stakeholders, global partners, allies, donors, and academia, through active networking, advocacy and effective communication. Build capacity, exchange knowledge and expertise, and/or promote cooperation and alliances to achieve programme goals on education and child rights as well as social justice and equity.
- Prepare communication and information materials to highlight programme goals, achievements and/or needs to promote awareness, establish partnerships/alliances and support fund raising for education programmes.
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on education-related issues to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of education programmes/projects.
- Support and coordinate the mobilization of adequate resources to ensure the effective functioning of the Education Cluster/ Sector/ Working Group and its response and subsequent handing over and establishment of medium to long term capacities when the cluster approach is deactivated.
- Monitor, analyze and communicate information about the Education Cluster/ Sector/ Working Group's financial situation and resource mobilization and identify appropriate actions to address gaps or constraints.

## 6. Innovation, knowledge management and capacity building

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

## 7. Coordination, representation and leadership

- Ensure, establish and maintain a coordination mechanism that facilitates the effective achievement of the cluster functions (as outlined by the IASC Reference Module) and the requirements of the HPC (HNO, HRP and CCPM) and which builds on pre-existing coordination structures where appropriate and furthers the development of current or future national and subnational capacities.
- Oversee the functioning of any sub-national or hub Education Cluster/ Sector/ Working Group where they exist, ensuring alignment of work and priorities, effective communication, reporting, engagement and coordination between the levels.
- Supervise the Education Cluster/ Sector/ Working Group coordination team.
- Ensure appropriate coordination and build partnerships with all relevant sector stakeholders including government counterparts and national authorities, local, national and international organizations, other AoRs/ Clusters/Sectors/ Working Groups, and affected populations.

- Build complementarity of partner actions within the Education Cluster/ Sector/ Working Group, pro-actively negotiating with partners to avoid and resolve duplication and gaps.
- Coordinate, collaborate and represent the Education Cluster/ Sector/ Working Group with stakeholders across all sectors, including through inter-cluster coordination fora, developing cross-sectoral relationships as appropriate.

### Impact of Results

The strategic and effective advocacy, planning and formulation of education programmes/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 MENAR region. Achievements in education programmes and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality at country level.

Working in partnership with Education Cluster/ Sector/ Working Group participants, the Education Specialist Cluster Coordinator provides leadership and representation for the Education Cluster/ Sector/ Working Group. This contributes to the predictability and accountability of humanitarian action, in line with the aims of the cluster approach and IASC principles, and ensures that the humanitarian response is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the affected population. It also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs. By identifying opportunities from the onset and throughout the humanitarian response to build resilience of the affected population, for programming and coordination capacity and leadership, the Education Specialist Cluster Coordinator will also contribute to a smooth phasing out of the internationally led Education Cluster/ Sector/ Working Group Leadership.

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

#### ***The following minimum requirements:***

- **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
- **Work 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 and experience with emergency response (education in emergencies) is necessary.
  - Experience of working in the humanitarian coordination system is required.
  - A minimum of two years of experience of Education Cluster/ Sector/ Working Group coordination is desirable.
  - Experience in education programme/project development and management in a UN system agency or organization is an asset.
- **Language Requirements:** Fluency in English is required. Knowledge of another official UN language or a local language is an asset (Arabic, French).

## 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.

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

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](#).