



United Nations Educational,  
Scientific and Cultural Organization

*UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.*

Post title **National Programme Officer**  
Organisational unit **Capacity-Building Unit of the UNESCO Institute for Information Technologies in Education (IITE)**  
Duty station Moscow, Russian Federation  
Grade NOD  
Post number EU/RP/RUS/ED/1004  
Closing date **17 February 2010**

**Main responsibilities** Under the overall authority of the Assistant Director-General for Education (ADG/ED), the direct supervision of the Director of the UNESCO Institute for Information Technologies in Education (IITE) and in close consultation with the Colleagues from the Education Sector at UNESCO Headquarters, the incumbent will carry out the following duties:

- Participate in the formulation and development of programme goals, strategies and approaches for the IITE workplan, with a special focus on the capacity-building towards Member States of UNESCO, and accordingly prepare proposals, projects, reports, as well as participate in the fundraising activities for IITE. Manage the Capacity-Building Programme by developing annual workplan and training calendar and proposals;
- In close cooperation with the Policy-Research Unit and based on their surveys, analyses and findings, assess the training needs and accordingly develop new approaches (for teaching and learning), including training materials and tools relating to the application of ICT in Education in Member States in different formats/supports, models and methodologies (including on-line training to be given through the IITE website and open educational resources). Identify problems and needs and propose adequate training solutions;
- Coordinate or conduct pre- and in-service training sessions on the application of ICT in Education to be provided at the IITE, in Member States or on-line to teachers, government officials, etc... Ensure unit programme efficiency and delivery through a rigorous and transparent approach to evaluation. Ensure that both content and organization of the training are implemented at high-level. Recruit trainers for the planned training courses when necessary. Evaluate the training courses;
- Provide technical assistance to government officials in the design of curricula and training courses on the use of ICT in Education. Participate in meetings with representatives of the Ministries of Education and develop with the latter methodology and training plans to address issues of special education, secondary education, technical and vocational education/training and higher education, to ensure high-level and appropriate responses to their needs and achieve the Institute's mandate;
- Provide advisory services to and coordinate with other UNESCO units at Headquarters and in the field on the application of ICT in Education to implement joint activities, as well as participate with other UN agencies to the UNDAF exercise to promote ICT in Education in UNESCO Member States.

**Profile**

- Advanced University degree or equal degree in Information and Communication Science;
- At least 10 years of professional experience in the field of information and communication science, preferably at the international level, e.g. in an intergovernmental organization;
- Experience in international organization, preferably within the UN system;
- Proven capacity to organize, coordinate and carry out research and training sessions;
- Proven capacity to lead a team and solid experience in management at senior level;
- Experience in project formulation and implementation, and in mobilizing extra-budgetary resources;
- Excellent knowledge of and excellent drafting skills in Russian and English;
- Excellent communication and inter-personal skills;
- Excellent IT skills;
- Knowledge of other official languages of UNESCO, in particular French, would be an asset.

**Conditions of employment** UNESCO's salaries are paid in local currency. They consist of an annual basic salary which, for this post, will start from 2,611,260 Russian Roubles, exempt from income tax. In addition, UNESCO offers an attractive benefits package, including child allowance, 30 days' annual leave, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. UNESCO is a non-smoking Organization.

**How to apply** Candidates may send their application by completing the official UNESCO CV form (available at <http://www.unesco.org/fileadmin/MULTIMEDIA/FIELD/Moscow/pdf/Common/CVForm250a.doc>) in English to the UNESCO Institute for Information Technologies in Education (IITE) at 8 Kedrova Street, building 3, Moscow, 117292, Russian Federation or at [liste.Job-Moscow@unesco.org](mailto:liste.Job-Moscow@unesco.org), before the closing date, quoting the post number: **EU/RP/RUS/ED/1004**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting the payment of a fee, please contact: [Recrutweb@unesco.org](mailto:Recrutweb@unesco.org).