



United Nations
Educational, Scientific and
Cultural Organization

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

UNESCO Moscow Office
for Armenia, Azerbaijan, Belarus,
the Republic of Moldova and the Russian Federation

Vacancy Announcement

Employer: UNESCO Office in Moscow for Armenia, Azerbaijan, Belarus, the Republic of Moldova and the Russian Federation

Post title: **Project Manager – 4 positions:**

- 1. one position for Education – code ED2010**
- 2. one position for Science – code SC2010**
- 3. one position for Social and Human Sciences – code SHS2010**
- 4. one position for Communication and Information – code CI2010**

Duty station: Moscow, Russian Federation

Address: Bolshoi Levshinsky Pereulok 15, building 2, Moscow, 119034 Russia

Closing date: **14 February 2010**

Main responsibilities:

Under the overall authority of the Director of the UNESCO Moscow Office and under the direct supervision of the Programme Specialist of the relevant sector, and working in close cooperation with other team members of the UNESCO Moscow Office, the Project Manager will support a wide range of programme/project activities in an effective, appropriate and timely manner.

In particular, the Project Manager will carry out the following duties:

- Assist in developing proposals for the relevant sector programme and project activities in co-operation with the national authorities, government institutions, international organizations, NGOs, professional organizations, researchers to be funded by the Regular Programme and the extra-budgetary sources.
- Manage extra-budgetary projects of the relevant sector with a special focus on the project implementation in the Countries covered by the UNESCO Moscow Office.
- Monitor and collect relevant information mainly from records and reports and prepare periodic and ad hoc reports on programme and project activities to give an update to the Supervisor on tasks related to the relevant sector.
- Organize data and information, upgrade and innovate the filing and recording system of the relevant sector – both hard and electronic files, update database of information on partners and contractors, prepare and maintain records, documents and plans for the monitoring of project/programme implementation.
- Provide assistance in the preparation of official documentation, reports, project documents, presentations, tables, as well as in the drafting of official correspondence, press-releases, materials for the UNESCO website (including editing in Russian and English), articles for UN and Russian periodicals, etc...
- Provide administrative and organizational assistance in the preparation and conduction of the relevant sector events (conference, meetings, workshops, trainings, etc...).

Main responsibilities (continuation):

- Assist in the preparation of missions and related administrative forms, as well as in the preparation of contractual arrangements with partners, including the supporting documents and related administrative forms.
- At the request of the Supervisor, liaise with the partners and contractors and take appropriate follow-up action.
- As required, provide informal translation Russian/English/Russian and take notes/minutes at meetings.

Requirements:

- University degree in Education, Natural Sciences, Social Sciences, Political Sciences, Communication & Information or related fields;
- Experience in the field of international cooperation and project management; working experience with government agencies, international organizations, NGOs;
- Familiarity with UNESCO mandate and specific programmes;
- Excellent knowledge of English and Russian;
- Excellent communication (oral and written), good organizational, drafting, proofreading and analytical skills, drive for results and strong commitment, ability to think clearly and to articulate precisely are essential;
- Ability to work under pressure and in a team, in a multicultural environment, to show high degree of integrity and to take initiative;
- Full computer literacy (Windows 95/98/2000/Me/XP, MS Office, Power Point, Fine Reader, Internet Browsers, etc), adaptability in the use of diverse software (Typo3).

Conditions of employment:

Full-time, Monday-Friday

Immediate supervisor: Programme Specialist of the relevant sector

Initial three-month probationary period

Salary: Starting US\$ 1,400/monthly paid in Russian Roubles at the UN rate of exchange in force.

Starting date: as soon as possible

How to apply:

Please complete the UNESCO CV form. You may send your personal CV. You will find the UNESCO CV at:

<http://www.unesco.org/fileadmin/MULTIMEDIA/FIELD/Moscow/pdf/Common/CVForm250a.doc>).

Please send the completed UNESCO CV form with one-page letter of application in English explaining why you would like to work for UNESCO to liste.Job-Moscow@unesco.org with the subject "Project Manager for ... (indicate the relevant sector and code) post application" before the closing date.

Important: please indicate in the letter of application the sector for which you are applying. You are requested to apply for **one position only**. You may wish to visit www.unesco.org to learn more about each sector's activities.

Deadline: 14 February 2010

You will be contacted and invited to a personal interview before **22 February 2010** in case of a positive preliminary consideration of your application only.