

VACANCY NOTICE Education Officer

United Nations Children's Fund
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Purpose: Under the general supervision of the Chief of Equitable Access to Quality Service Programme within UNICEF Moldova Country Office, contribute to the planning, implementation, monitoring and evaluation of Basic Education programme/project activities.

Qualifications and competencies required:

- Advanced university Degree in Education, Social Sciences, or related fields.
- At least two years of progressively responsible experience at national and/or international levels relevant education programmes, in programme design, administration, monitoring and evaluation in related field. Experience working in the UN or other international development organisation an asset.
- Fluency in Romanian, as well as in English and another UN working language required.
- Communication, analytical and training skills.
- Good knowledge of computer management and applications.
- Ability to work in an international and multicultural environment.
- Planning and monitoring skills; ability to organize work and projects.
- Ability to make timely and quality judgment and decisions

Assignments:

- Collects and analyzes data for Situation Analysis, programme/project planning, management, monitoring and evaluation purposes. Analyzes programme implementation reports and evaluates against established programme recommendations and plans of action. Prepares tables, graphs and other statistical data. Reports outcome of analysis and propose corrective action.
- Undertakes ongoing visits to UNICEF project sites, assesses local conditions and resources, and monitors UNICEF inputs. Communicates with local counterpart authorities on project feasibility and effectiveness including monitoring the flow of supply and non-supply assistance.
- Undertakes follow-up action on programme implementation activities and prepares relevant reports. Drafts changes in programme workplans as required.
- Attends technical cooperation meetings, prepares notes and undertakes follow-up action related to programme implementation and monitoring.
- Assists in identification and selection of technical supplies and equipment.
- Assists in the preparation of country programme recommendation by drafting CPSS, PSS and other relevant documentation ensuring accuracy and consistency with established rules and regulations. Maintains computerized programme system and submits relevant reports.
- Selects and compiles training and orientation materials for those involved in programme implementation including donor and media visits.
- Evaluates and analyzes financial and supply reports to ensure appropriateness of documentation, expenditures are within allotments, data is consistent with PIDB.
- Drafts relevant sections of reports (required for donors, management, annual reports, etc.)

Interested persons should submit their applications in English i.e. P11, Cover Letter, related recommendation letters and references, latest PER if any, with the mark "Education Officer" by **9 November 2009, 5pm** to the following address: UNICEF Moldova Office, 131, 31 August str., Chisinau or by email at the following address Chisinau@unicef.org (Word Document or PDF) or by fax (373 22) 22 02 44.

Only pre-selected persons will be contacted. No information will be given over the telephone.

UNICEF is a non-smoking working environment.

UNICEF is committed to gender equality in its mandate and its staff.

Well qualified candidates, particularly females are strongly encouraged to apply.