



**Title:** National Professional Officer  
**Domain:** Education  
**Post Number:** 4KZED1005  
**Grade:** NOB  
**Primary Location:** Almaty, Kazakhstan  
**Recruitment open to:** Only nationals of Kazakhstan may apply for this post  
**Type of contract:** Fixed Term  
**Annual salary:** 11 441 000 Tenge  
**Dead line (midnight, Almaty time):** 15 December 2017

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall supervision and functional authority of the Director of UNESCO Almaty Office, and direct supervision of the Programme Specialist for Education, the incumbent will be responsible for providing professional and technical support, research and analysis to the Education Sector, as well as to multi-disciplinary and cross-country programmatic activities and initiatives conducted by the Office, with an emphasis on the national perspective of Kazakhstan. The incumbent shall work in close collaboration with the UNESCO Tashkent Office and colleagues from the Education Sector at the Asia-Pacific Regional Bureau for Education and the Headquarters.

More particularly, the incumbent will:

- Support and contribute to UNESCO's Education Programmes, through conceptualization, design, planning, development, coordination, monitoring and implementation, reporting on both regular and extra-budgetary projects and activities; of UNESCO's Education Programme in UNESCO Almaty Cluster countries;
- Support, and contribute to UNESCO's Education Programmes through active participation in conceptualizing, developing, implementing, monitoring, evaluating, and reporting on both regular and extra-budgetary projects and activities;
- Provide technical support to relevant stake-holders;
- Stay up to date with national policies, strategies and plans of action in education in all cluster countries;
- Formulate resource mobilization strategies and partnerships with key donors and stakeholders for the country by developing concept notes and project proposals on the basis of situational analysis and needs assessments and in accordance with the priorities within the framework of the approved Programme and Budget and the country priorities;
- Assist with the United Nations Development Assistance Framework (UNDAF) and One UN planning and implementation and donor coordination groups in the field of education.

### REQUIRED QUALIFICATIONS

#### Education:

- Advanced university degree (Master's or equivalent) in the field of education, social sciences, socio economic studies or another related field.

#### Work Experience:

- Minimum of 2 years of professional experience in coordinating and managing education projects.

#### Skills/Competencies:

- Demonstrated knowledge of the education system in Kazakhstan.
- Ability to interact with a wide range of partners and government officials.
- Strong interpersonal and communication (oral and written) skills, including the ability to draft reports and technical memoranda.
- Proven organizational and coordination skills.

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS**

- Ability to work as part of a team within a multicultural environment with discretion and tact.
- Ability to take initiative and provide quality and timely support and services.
- Flexibility to adjust work schedules and priorities.
- Good IT skills (MS Word, Excel, Data base systems, Outlook, etc.).

Languages:

- Excellent knowledge (written and spoken) of English and Russian.

### DESIRABLE QUALIFICATIONS

Work Experience:

- Experience in the UN System or an intergovernmental organization, preferably in the field of education.

Skills/Competencies:

- Experience using IT monitoring and reporting tools.

Languages:

- Knowledge of Kazakh.

### BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in Kazkhani tenge and exempt from income tax.

Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance.

Please note that UNESCO is a non-smoking Organization. More details can be found in the ICSC Website

<http://icsc.un.org/rootindex.asp>

### HOW TO APPLY

Interested candidates are requested to send their application, including a motivation letter in English and the complete UNESCO CV form, indicating the "National Professional Officer" by e-mail to [almaty@unesco.org](mailto:almaty@unesco.org) or to the following address **NOT LATER THAN 15 December 2017**.

UNESCO Representative to  
Cluster Office for Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan  
67 Tole-Bi Street  
050000 Almaty, Kazakhstan

**PLEASE NOTE THAT ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED.**

**A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.**

**Women candidates are strongly encouraged to apply.**