

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: Junior Professional Officer for Global Citizenship Education

Sector: Education

Organizational Unit: Section of Global Citizenship and Peace Education, Division for Peace and Sustainable Development, Education Sector

Location: HQ, Paris

SUPERVISION

Direct supervision by: Programme Specialist, Global Citizenship and Peace Education

The JPO will be based in the Education Sector's Section of Global Citizenship and Peace Education, (GCP), under the direct supervision of the relevant Programme Specialist, the overall guidance of the Chief of Section and under the authority of the Director of the Division for Peace and Sustainable Development. The work will be carried out in a team environment in close collaboration with the supervisor and with the section colleagues.

DUTIES AND RESPONSIBILITIES

The JPO will contribute to the development and coordination of the Sector's activities relating to global citizenship education, and more particularly on issues related to the prevention of violent extremism, human rights and peace education, culture and education, socio-emotional learning, in partnership with relevant stakeholders in the field and in academia. Specific tasks will be assigned with regards to communication and fundraising.

This includes:

- a) Support the organisation of GCED related events and conferences, including International Days, in consultation with UNESCO's programme Sectors and partners.
- b) Contribute to technical and logistical support for the organization of global or regional GCED related activities, such as capacity building. In this context, liaise with colleagues and offices within UNESCO and with external partners to ensure the successful implementation of activities, providing also, where and when necessary and possible, appropriate technical assistance for the delivery.
- c) Draft background documents, concept notes, funding proposals and implement relevant background research to develop new activities relating to global citizenship education.
- d) Assist in developing and implementing small scale research in GCED related fields relevant to the Section's programme and in line with the E2030 Agenda.

- e) Remain well versed about new research and global trends in Education, and contribute to the development of pertinent strategy papers, technical notes, frameworks and documents, articles related to GCED and the Education 2030 Agenda.
- f) Support communication (website, social media and other supports), outreach, advocacy, resource mobilization on all above-mentioned activities.
- g) Carry out any other relevant duty as may be requested by the Supervisor or the Chief of Section.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in the field of Education or International Relations, or in another related field (such as Social Sciences, Political Sciences, Culture, Arts, Languages/linguistics, Anthropology). A first-level university degree combined with two years of relevant experience could also be accepted.

Work experience: At least 2 years of professional experience in the field of education development or research, including at least one year of experience in an international environment.

Competencies and skills:

- Excellent written and oral skills, ability to write concise and clear texts;
- Proven skills in analysis, organization and coordination;
- Ability to ensure the accuracy of documents and reports, through research, referencing sources and consultations, with particular attention to details;
- Excellent interpersonal skills, including the ability to interact with a variety of actors and work effectively and respectfully in a multicultural environment;
- A strong sense of ethics, professional integrity, diplomacy, tact and discretion;
- Proven ability to work effectively under pressure, manage high workloads and tight deadlines, and act flexibly to adjust work schedules and priorities; and
- Excellent computer skills (MS Office).

Languages:

- Excellent English or French language skills.
- Some knowledge of Spanish would be an asset.

LEARNING ELEMENTS

The JPO will gain solid working knowledge of the operations of an intergovernmental organization, acquire an in-depth knowledge of UNESCO, its mandate, its functions, and particularly its Education programme; better understanding of educational issues related to peace and sustainable development, and of how UNESCO collaborates with Government and multiple stakeholders in addressing them; work experience in technical cooperation and in the development, management and administration of multilateral programmes and projects. S/he will have the opportunity to work in an intercultural environment and interact directly with colleagues from different UNESCO programme sectors, education institutions and government officials in all Member States as well

as a variety of other UNESCO partners. S/he will gain experience in developing project proposals and mobilizing funds; setting particular objectives and develop appropriate monitoring and evaluation mechanisms. S/he will strengthen analytical, communication, negotiation and interpersonal skills.

BACKGROUND INFORMATION

The Section of Global Citizenship and Peace Education, within the Division for Peace and Sustainable Development, is in charge of the coordination and implementation of activities related to Global Citizenship Education (GCED) and coordinates, among others, inter-sectoral work on the Prevention of Violent Extremism.

GCED is a strategic area of UNESCO's Education Sector programme and builds on the work of Peace and Human Rights Education. It aims to empower learners to assume active roles to face and resolve global challenges and to become proactive contributors to a more peaceful, tolerant, inclusive and just world. GCED contributes to the achievement of Target 4.7 of the Goal 4 on Education of the Sustainable Development Agenda. Its learning objectives are described in UNESCO's publication "Global Citizenship Education – Topics and Learning Objectives" (Global Citizenship Education – Topics and Learning Objectives, UNESCO, May 2015

<http://unesdoc.unesco.org/images/0023/002329/232993e.pdf>). Under the GCED umbrella, UNESCO has developed several lines of work: Preventing violent extremism through education, Education about the Holocaust and genocide, Interculturality and multilingualism in education, Human Rights Education, Education for democracy and the rule of law.

As part of its role as Focal Point for the Prevention of Violent Extremism within UNESCO, the Section is also in charge of coordinating UNESCO-wide efforts in this field, including for the purpose of reporting to UNESCO's Executive Board and to the United Nations.