

VACANCY ANNOUNCEMENT

Title:	Project Assistant
Section:	UNESCO Islamabad, Education Unit
Duty station:	Islamabad
Supervisor:	Project Manager/Head of Education Unit (directly), Director of the Office (indirectly)
Job Contract:	SSA
Duration:	Immediate - till 30 th Jun 2009
Purpose:	Project assistant will provide support in administration, financial management and education programme.

Content and methodology of supervision: periodic informal review of the work by the supervisor on a one-to-one basis; formal review of performance as per UNESCO rules and regulations.

Background:

Ministry of Education (MoE) in collaboration with UNESCO is implementing a project **Strengthening Teacher Education in Pakistan (STEP)** with financial support of USAID. The project seeks to support the vision of the Government of Pakistan i.e. a) strengthening professional development of teachers and b) designing of National Standards for Teacher Certification and Accreditation.

To improve the quality of teacher's training the setting up of standards for teacher education and accreditation at national level gets significant importance.

The specific objectives of STEP are the followings.

- Objective 1: To prepare the project implementation by reviewing the global / regional trends in and gathering technical information on the policy, system, profession and practice issues related to teacher training and education
- Objective 2: To support the government's development of a national policy framework for teacher education
- Objective 3: To support the government's establishment of a national body for teacher certification and accreditation
- Objective 4: To strengthen the networks of teacher's professional development initiatives and institution and public & private partnership
- Objective 5: To identify, scale up and disseminate information on best practices in teacher training and education

Strong evidence demonstrates that the quality of teachers is the most significant educational input for quality learning in schools. This is reflected in the international trend to give greater attention and effort to improve the quality of teachers. Standard-setting and accreditation of teacher education are key mechanisms to ensure the quality of teacher training. Many countries have already established such mechanisms but Pakistan has been lagging behind in this regard. The absence of a quality assurance mechanism for teacher education in Pakistan means that teaching institutions are able to implement teacher education programmes at their discretion, which are often of uneven quality. The Government of Pakistan is very much aware of the need to take urgent action in this regard. Indeed, the National Education Policy (draft) states that "*Teacher training arrangements, accreditation and certification procedures shall be standardized and institutionalized.*"

Establishing standards of teachers and teacher education institutions is the integral part of the project. Professional standards of teachers were developed and approved by MOE and will be published soon. Indicators to assess standards will be developed in 2009. Standards of teacher education institutions along with accrediting procedures are also being developed, and will be pilot tested in 2009.

Duties & Responsibilities:

Under the overall authority of the Director of UNESCO Islamabad and the immediate supervision of the Programme Specialist (Education) and STEP project manager, the project assistant will provide assistance to STEP project in the implementation of the workplans.

1. Assist in documenting and monitoring the financial status of STEP project.
2. Maintain record of correspondence, progress reports, and budget position of the workplans, and projects.
3. Make travel arrangements for the Section staff travel plans, travel order, travel claim, security clearance and perform liaison duties with other related Sections, in and out the Office. Maintain record of the mission reports.
4. Provide logistical and administrative support to arrange workshops and meetings
5. Examine and process various claims of payments/payment requests from the contractors, implementation partners or UNESCO staff, in accordance with UNESCO rules and keeping in view the provisions of regular budget
6. Assist in monitoring of contracts by preparing status reports of contracts, reminders, and establishing regular contacts with contractors and partners for follow-up.
7. Prepare presentations and other support documents relating to various meetings, conferences and seminars, including draft contracts, budget estimates and filling-up of other UNESCO forms, etc.
8. Perform other duties as assigned by supervisors

Competency & Expertise Requirement

- University degree in management, finance or any other relevant field
- Good knowledge in financial management
- Knowledge and work experience in UN finance is a strong asset
- Good communication and coordination skills including writing English
- Strong sense of responsibility, professionalism and ability to work under pressure

Applications with CV (UN P-11 form and a recent photo) shall be sent to the Administrative Officer, UNESCO, P.O.Box 2034, Islamabad, or e- mail at vacancy.unesco@un.org.pk
UNESCO reserves the right to accept or reject any application.