



is seeking a

Education Officer for its Education and Child Development Section

Level: NO-B (approximately RMB 200,000/annum, depending on experience)
Type of contract: Temporary Fixed-Term Appointment (12 Months) renewable
Duty Station: Beijing
Vacancy n°: VN/OCB/HR/2008-005

1. Purpose of the Post:

Under the general supervision of the Chief Education, contributes to project design, planning, implementation, monitoring and evaluation of Non Formal Education Project activities, data analysis and progress reporting, including teamwork and capacity building.

The Education Officer is expected to undertake the following tasks:

- Collects and analyzes data for the Situation Analysis, programme/project planning, management, and monitoring and evaluation purposes of Non Formal Education project. Analyzes project implementation reports and evaluates against established programme recommendations and plans of action. Prepares tables, graphs and other statistical data. Reports outcome of analysis and proposes corrective actions. Assists Section Chief to monitor changing situation pertaining to the situation of Non Formal Education (NFE), and initiate/reinforce advocacy for policy and programme formulations. (20%)
- Assists in the preparation of Annual Work Plans of NFE Project in accordance with ProMS, with established measurable objectives, relevant activities and costs related to each activity, with emphasis on cost-effectiveness and sustainability in consultation with counterpart organisations. Completes all internal procedures for channelling UNICEF assistance to Projects as per established parameters, in time according to established control and accountability procedures under PROMS. (20%)
- Undertakes ongoing visits to Non Formal Education Projects and other appropriate locations at provincial, county and village levels; assess monitoring of UNICEF inputs and assess locality-specific factors and resource flows that affect project implementation status. Discusses factors that facilitate or constrain project feasibility and effectiveness, including procedures for flow of supply and non-supply assistance and their use with local level counterpart officials. Report monitoring results to Section Chief. (15%)
- Undertakes follow-up action on programme implementation challenges and constraints, contributes to teamwork building, and prepares relevant reports. Drafts changes in project work plans as required. (10%)
- Evaluates and analyses financial, programme budget, and supply reports to ensure: appropriateness of documentation prepared by counterparts; the expenditure levels meet planned budget allotments; and the Section data in consistent with Programme Budget Control data. Liaises as necessary with Programme Budget Control Section and Report status to Section Chief regularly. (10%)
- Assists in drafting Programme Plans of Operations, PSS and other relevant documentation and reports for donors, management, annual reports etc, ensuring accuracy and consistency with established rules and regulations. Assists in preparing fundraising proposals and donor reports. Shares information and network in order to develop partnership with other organisations and agencies to improve efficiency and effectiveness of UNICEF support. (5%).
- Attends technical cooperation meetings on NFE in MDG and other theme groups, prepares reports for documentation and undertakes follow-up action and coordination related to programme implementation and monitoring. (5%).
- Assists in the identification and selection of technical supplies and equipment.(5%)
- Assists in organising training programmes and selects and compiles training and orientation materials for projects counterparts, and other relevant groups. (5%)
- Any other tasks given by the Section Chief.(5%).

2. Required qualifications and competencies:

Chinese national with:

- University degree in the field of Education or social sciences or liberal Arts.
- Minimum two years' progressively responsible experience in programme design, administration, monitoring and evaluation or related field.
- Fluency in English and Mandarin required.

Applicants should send by 23 May 2008 their CV/Bio-data and if possible a completed UN Personal History Form-P11. All documentation should be in English. The subject of email should read vacancy notice reference VN/OCB/HR/2008-005 and emailed to: educnob.beijing@gmail.com

Regret letters will only be sent to short-listed candidates.

UNICEF is a non-smoking environment

Well qualified candidates, particularly females are strongly encouraged to apply