Title: Junior Programme Assistant

Domain: Education

Grade: SB-1

Organizational Unit: UNESCO Harare

Location: Harare

Type of contract: Service Contract

Duration of contract: One Year with the possibility of extension

Deadline (midnight, Harare time): 16 March 2020

OVERVIEW OF THE FUNCTIONS OF THE POST

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is seeking applications from Nationals of Zimbabwe for the position of Junior Programme Assistant – Education:

Under the direct supervision of Programme Specialist for Education of the Regional Office for Southern Africa, the incumbent shall be responsible for the following duties within the authorized delegated authority:

- Provide support to the implementation of Education projects and activities;
- Assist in monitoring, recording and following up on the Education Programme sector’s administrative and programme budget as well as facilitating day to day tasks including responding to correspondence and queries, organising meetings, making transport, visa, travel and accommodation arrangements.
- Provide research support to the implementation of the Education Sector projects and activities
- Assist in organizing, supporting the preparation and reporting of conferences, training courses and workshops
- Undertake any other relevant tasks as assigned by the senior Education Specialist
- Support the production of workshop reports, newsflashes and concept notes as and when required.

REQUIRED QUALIFICATIONS

EDUCATION
- At least Master of Arts degree.

WORK EXPERIENCE
- At least two years of relevant research and technical experience; with at least one year experience in the UN.
- Ability to handle a high volume of work and function in a fast-paced environment.
**SKILLS/COMPETENCIES**
- Willingness to work independently
- Proven ability to work in a multicultural environment
- Good IT skills, particularly with respect to the internet, Word Processing, Excel, Power Point, etc

**LANGUAGES**
- Fluency in English.

---

**BENEFITS AND ENTITLEMENTS**

UNESCO’s salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary. Other benefits include: 30 days annual leave.

Please note that UNESCO is a non-smoking Organization.

---

**HOW TO APPLY**

To apply, please send your application letter including contact details for 3 referees, copies of certificates and, UNESCO CV standard form, to be found at: [http://www.unesco.org/new/en/harare/home/](http://www.unesco.org/new/en/harare/home/), in English to [vacancies.harare@unesco.org](mailto:vacancies.harare@unesco.org)

Applications must reach the address mentioned before midnight on 20 March 2020 (Harare time).

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING AND OTHER PROCESSES)**

This is a local position, therefore only citizens of the Zimbabwe are eligible to apply. Please note that only applicants who are short-listed will be contacted.