Title: Associate Project Officer (HIV and Health Education)
Domain: Education
Grade: P2
Organizational Unit: UNESCO Office in Dakar – Multi sectoral Regional Office for West Africa (Sahel), Burkina Faso, Cape Verde, Gambia, Guinea Bissau, Mali, Niger, Senegal
Duty Station: Dakar, Senegal
Type of contract: Project Appointment
Annual salary: Approximately 72,262 USD (without dependents)  
Approximately 77,042 USD (with dependents)
Duration of contract: 1 year with possibility of extension (six months probationary period)
Deadline (midnight, Dakar time): 15th July 2015
Application to be sent to: recruitment.breda@unesco.org. CV Form to be used with a cover letter making reference to post PA (P2), Associate Project Officer, Dakar, Senegal and including contact details for 3 referees

OVERVIEW OF THE FUNCTIONS OF THE POST

BACKGROUND
The Associate Project Officer will be based in Dakar, Senegal. Within the framework of the Joint United Nations Programme on HIV and AIDS (UNAIDS), s/he will provide support to the strengthening and national scale-up of education sector responses to HIV in West and Central Africa (WCA), with a particular focus on the Sahel sub-region, by:

- Developing partnerships for action at national level;
- Managing and supporting implementation of comprehensive education sector responses at country level, including promoting healthy lifestyles among girls, boys, young women and men through skills-based education, and promoting a safe learning environment for all learners and educators.

DUTIES AND REQUIREMENTS

- Support management and implementation of HIV and health programmes in UNESCO field offices in West Africa (Sahel), in collaboration with other staff in the UNESCO Offices in Dakar and Bamako;
- Support data collection on implemented programmes and write reports as needed;
- Support Participation in appropriate national forums, such as the Joint UN teams on AIDS (JUNTA) and other inter-agency meetings and thematic groupings in West Africa (Sahel);
- Support development and maintenance of partner relations in West Africa (Sahel) with national bodies and development partners, including civil society organizations;
- Support resource mobilization, participating in proposal development, with a particular focus on West Africa (Sahel);
- Support the integration of the core global indicators of the education sector response to HIV and AIDS through technical assistance to selected WCA countries in collaboration with UNESCO Institute for Statistics;
- Support the implementation of agreed roadmap for the joint UN support to implement the outcomes of the Conference on Education and HIV, sexual and reproductive health, & gender;
- Take any other related task requested by the supervisor;

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

EDUCATION
- Advanced university degree (equivalent to Masters) in education, social sciences, public health or related field.

WORK EXPERIENCE
- At least two years of relevant post graduate experience, preferably in a developing country.

SKILLS/COMPETENCIES
- Experience of development work and of the education sector;
- Professional knowledge and experience on HIV, sexuality education, sexual and reproductive health issues and/or gender equality;
- Experience writing reports on issues related to HIV, sexuality education, sexual and reproductive health and gender equality;
- Experience organizing conferences or international meetings;
- Experience providing technical support;
- Experience in monitoring and evaluation;
- Excellent organizational, networking and partnership building skills;
- Good communication skills including excellent writing skills;
- Excellent interpersonal skills, tact and diplomacy;
- Ability to multitask, prioritize and deliver to deadline, as well as work under pressure.

LANGUAGES
- Full working proficiency (oral and written) in English or French.

DESIRABLE QUALIFICATIONS
- A strong writing and communication skills in the second language (either French or English) is a major asset.

BENEFITS AND ENTITLEMENTS
UNESCO’s salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, please send your application directly by email to recruitment.breda@unesco.org. Candidates must send application letter and resume in English or French. Application files will have to reach UNESCO Dakar Office before 15 July 2015 midnight (Dakar time).