



United Nations
Educational, Scientific and
Cultural Organization



UNESCO Institute
for Information Technologies
in Education

VACANCY ANNOUNCEMENT - extended

Employer: UNESCO Institute for Information Technologies in Education (IITE)
Post title: **Senior specialist on ICTs in Education,
Chief of Section of Policy and Technical Assistance**
Duty station: Moscow, Russian Federation
Address: 8 Kedrova Street, building 3, Moscow, 117292 Russian Federation

Main responsibilities: Under the general authority of the Director of the UNESCO IITE the *senior specialist on ICTs in Education* will carry out the following duties:

- **Research:** To initiate, plan and coordinate policy advocacy activities on information and communication technologies (ICTs) usage in education in accordance with UNESCO goals and UNESCO Member-States needs.
- **Programme coordination:** To lead, plan, coordinate, implement, monitor and report on Team's activities in accordance with IITE work plan; to assist in organization of seminars, workshops, conferences, trainings and meetings; to establish wide cooperation with experts.
- **Cooperation:** To liaise, at the request of the Supervisor, with the contractors, partners, donors, national institutions, international organizations, NGOs, professional organizations, researchers on implementation of the Team's plans and take appropriate follow-up action.
- **Administrative responsibilities:** To assist administration in the preparation and conduction of missions and related administrative processes, as well as in the preparation of contractual arrangements with partners, including the supporting documents and related administrative forms; to undertake official correspondence, prepare press-releases, materials for the IITE website (including editing), articles for UN and Russian periodicals (in Russian and English).
- **Reporting:** To assist Supervisor in collecting advanced international best practices and relevant information from records, reports and other sources; to prepare periodic and ad hoc reports on programme and project activities to give an update to the Supervisor on tasks related to the Team's work.
- To perform any other duties concerning IITE activities as required by the Supervisor.
- To report to the Supervisor on the above-mentioned activities.

Qualifications and experience required:

- PhD on Education, Information Technologies or other related field;
- At least ten (10) years of professional experience in research, training and teaching activities, in building learning systems and managing studying process;
- Experience in planning, implementation and evaluation of programme and research activities in the field of education and/or ICT usage;
- Working experience with government agencies, international organizations, NGOs;
- Excellent knowledge of both oral and written English and Russian; knowledge of French an advantage;
- Excellent IT skills;
- Team leadership, excellent communication, good organizational, drafting, proofreading and analytical skills, drive for results and strong commitment, ability to think clearly and to articulate precisely are essential;
- Creativity, ability to handle stress, responsibility, well-developed skills of constructive business interaction, result and team orientation in a multicultural environment; high degree of integrity and to take initiative.

Condition of employment: Full-time, Monday-Friday; initial three months probation period

How to apply: Please complete the form "UNESCO CV" (http://www.unesco.org/fileadmin/MULTIMEDIA/FIELD/Moscow/pdf/Common/unesco_cv.dot) and send this completed form and/or your personal CV in English together with one-page cover letter in English explaining why you would like to work for UNESCO to Liste.info.iite@unesco.org with a subject "Senior specialist on ICTs in Education *application*".

Deadline: 15 May 2013

You will be contacted and invited to a personal interview before 22 May 2013 only in case of a positive preliminary consideration of your application.

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