

Title: Consultant Contract – Instructional Designer
Domain: Education / Formal Education
Organizational Unit: Mahatma Gandhi Institute of Education for Peace and Sustainable Development
Duty station: Delhi
Type of contract: Individual Consultant Contract
Duration of contract: One year (with possibility of extension depending on the availability of funds and performance)
Deadline **14th February, 2017** (*midnight, India time*)
Application to be sent to: mgiep.recruitment@unesco.org (CV with cover letter) [CV Form to be used](#)

OVERVIEW OF THE FUNCTIONS OF THE POST

BACKGROUND

UNESCO MGIEP New Delhi is a specialized Category-1 research institute that works on developing innovative research and pedagogical products for education for Peace, Sustainable Development, and Global Citizenship. Under the overall authority of the Director of the Institute and the direct supervision of the Senior Project Officer, the incumbent will serve as an internal consultant to Institute Programme Staff providing comprehensive expertise in Instructional Design and Editing of the Institute's Curricula, Report, and Research publications.

The incumbent will work within the framework of the Institute's biennial programmes and budget within the overall UNESCO framework for action. This post is aimed at a candidate with a high level of skills and experience in instructional design and editing to develop consistent curricula publications, the editing of Report and Research publications for impact, as well as formulating the global promotion campaign for reach and measuring of impact.

DUTIES AND RESPONSIBILITIES

Working within the framework of the established Domains of Learning: Cognitive, Socio-Emotional, and Behavioural, the latest research-based learning theories, and established instructional design and curriculum development processes, the work responsibilities of the Consultant are as follows:

- Effectively manage the development of the Institute's Curricula, Report, and Research publications from inception to completion
- Explicitly link the Institute's related Curricula products
- Provide expertise in the design of MGIEP Curricula publications in all instructional modalities including learning outcomes, learner-centered teaching strategies and assessment
- Enhance or design engaging and interactive/multimedia instructional content and activities to ensure the MGIEP Curricula products serves the learning needs of the target end users especially students and youth
- Provide consultation and capacity-development of the Institute Programme Staff in the selection and effective use of digital technologies
- Design and supervise production of learning resources in variety of formats that are aesthetically pleasing and facilitate learner comprehension including print, info/graphics, audio, video and animation technologies
- Coordinate with the Institute Senior Communications Officer to create a Graphic Charter series of templates for the Institute's publications for consistent visual, aesthetic layout
- Coordinate with graphics/layout specialists, printers, and all stakeholders in the timely production of the publications
- Coordinate with the Institute Communications Specialists to globally promote and measure the reach, readership/citation, and commentary on the print and online versions, and reporting to the Staff Meetings on impact
- Comprehensively documenting the productions processes for continuity and minimising risk
- To work with the MGIEP Chief Technology Officer to ensure the publications are compatible as per MGIEP requirement.
- Contribute to the implementation of the Communication Strategy by coordinating and preparing materials which promote greater understanding and support for the Institute

REQUIRED QUALIFICATIONS

EDUCATION

- Bachelors or equivalent degree in Instructional or Curriculum Design, Technical Writing, Communications, Education, or related domains.

WORK EXPERIENCE

- 3- 7 years of high-level experience in the field of instructional design methodologies and course and curriculum design in all modalities (face-to-face, hybrid and online), including learning outcome development and curriculum alignment
- Highly experienced in the field of digital educational technology and software tools for digital instructional designs, video, animation, photography
- Knowledge of current trends in instructional design and technology
- Excellent writing skills (English) and proven analytical skills
- Progressively responsible teaching or administrative experience at the K-12 or university/graduate level (face-to-face, hybrid, or online)
- Experience of working with UN or multilateral agencies would be an asset

SKILLS/COMPETENCIES

- Strong background in curriculum design.
- Strong writing and editing skills to communicate information and knowledge into various formats especially Research papers.
- Demonstrated successes developing and working in diverse, multi-cultural, collaborative, project-based teams involving content experts, expert consultants, and technology developers.
- Managerial skill would be an asset.
- Ability to organize work, prioritize effectively, and manage multiple projects with competing priorities.
- Ability to document and research information, and analyze and interpret a variety of data to identify trends and draw valid conclusions.

LANGUAGES

- Fluency in English. Knowledge of Hindi and another UN official language would be considered as an asset

HOW TO APPLY

Please submit your cover letter, detailed resume/CV, and comprehensive portfolio (Comprehensive portfolio of completed courses or curriculum publications clearly indicating the primary role of the applicant) on the official email ID: mgiep.recruitment@unesco.org by **14th February, 2017**, midnight (India Standard Time). Only Indian Nationals may apply. Please label the subject line "**Consultant Contract – Instructional Designer**".

Please note that only short listed candidates will be contacted. Application should be sent only on the mentioned email ID. A written test/or any other modality of test may be used in the evaluation of short-listed candidates. UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.