

Title: National Associate Project Officer
Only Indian nationals may apply for this post

Domain: Education

Grade: NOB

Organizational Unit: Mahatma Gandhi Institute of Education for Peace and Sustainable Development

Duty Station: New Delhi, India

Type of contract: Project Appointment

Annual salary: Approx. INR 1902148

Duration of contract: One year with possibility of extension depending on availability of funds and performance

Deadline (midnight, India time): **19 October 2017**

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

I. Background

The Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) is UNESCO's first education-related category 1 institute towards the development and promotion of new approaches to education for a more peaceful and sustainable world. The Institute, based in New Delhi, India, aims to contribute to the conceptualization, design and formulation of regional and sub-regional strategies in education for peace and sustainable development, in particular through South-South and triangular North-South-South cooperation. MGIEP plans to provide an integrated approach to education for peace and sustainable development.

We believe that learning in the 21st Century must go beyond literacy and numeracy, and enable students to build a worldview based on respect and recognition of the inherent interconnectedness, and build their capacities for peaceful and sustainable coexistence. The incumbent should be equipped to work on two parts effectively, technology and product development. H/she will have to understand pedagogical requirements of all the programs running at the institute and translate them to technical goals. Also, h/she will have to make sure that the project is executed in a technically scalable and robust manner using the best technologies available. Hence, the incumbent would have worked in the education domain as a technology and/or product managerial role in the past to fulfill the requirements.

The incumbent of this post will work within the framework of Institute's Mid-term strategy, Biennial programmes and budget consistent within overall UNESCO framework for action. This post is aimed at a candidate with experience in designing, developing and implementing innovative pedagogies and teaching and learning tools, methods and approaches, including Games and Apps and Experiential Labs to foster creative and critical thinking, as well as expertise in proposal writing, partnering, and visibility enhancement strategies.

II. Duties and Responsibilities

Under the overall authority of the Director of the Institute, the incumbent will serve as the Associate National Project Officer and will support the Technology Strategy in line with the needs of the Programmes and Projects to achieve the Institute's goals. Working within the framework the Institute's biennial programmes and budget, and the UNESCO Rules for Procurement, the incumbent will support the development, implementation, and reporting on the overall Institute Technology Strategy including validating the technical feasibility of the systems and tools required by the

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Programme Projects, and developing the specifications, procurement, implementation, and maintenance of the most appropriate and compatible platforms, systems, and licenses. H/she will carry out the following tasks and responsibilities:

- Contribute to overseeing of and management of the institute's information technology projects ranging from Content Management Systems, Learning Management Systems, Artificial Intelligence Infrastructure and Games developed on web and mobile;
- Follow up and contribute to all project phases, from development to installation and be the point of contact for partners, vendors, and consultants. Ensure for all project, planning, and execution project is completed within budget and on time.
- May act as lead worker with project consultants, and other services providers,
- Develop requirements, outlines, budgets, and schedulers for information technology projects.
- Assist with upgrading information security.
- Follow PMI standards to manage projects through the project lifecycles of initiation, planning, execution and closure.
- Contribute to the development of work-breakdown structures, project tracking and variance reports
- Assemble risk management plans and work effort documents, and assist in conducting risk assessment
- Create project documentation.
- Contribute to the design of and implement secure solutions to meet customer / client needs while protecting the corporation's assets utilizing in-depth technical knowledge and business requirements.
- Contribute to the development of security standards, procedures, and guidelines for multiple platform

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced University degree (Master or equivalent) in Information and Communication Technologies, computer Science, cognitive science, A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Advanced industry certification in Project Management, Systems Lifecycle development, software programming

WORK EXPERIENCE

- Minimum of 2 years experience in the fields of software development, system analysis, management.

SKILLS/COMPETENCIES

- Proficient in handling the complexity of technical development concepts, latest software tools and technologies, strong database concepts and designing techniques,;
- Ability to understand different programming languages and to solve problems in coding, testing and deployment;
- Knowledge of different software systems, client/server architectures and various compatibility requirements. (Nodejs and front-end frameworks like AngularJs and Blaze / Python / Tensor Flow / HTML5 / Unity5 / Artificial Intelligence / NLP and Machine Learning algorithms)
- Experience in troubleshooting, software development processes and ability to understand and implement client requirements
- Ability to communicate effectively with teams and clients.
- Understand project requirements,
- Excellent communication skills. Ability to draft clear and concise reports;
- Be proficient in HTML and CSS.

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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.

- Ability to work in designing and implementing large scale technology strategies, ICT development, project management, event management;
- Excellent knowledge of the latest ICT/mobile technologies, systems, platforms, analytics, reporting tools;
- Knowledge of current trends in ICT including artificial intelligence.

LANGUAGES

- Excellent knowledge of English and Hindi.

DESIRABLE QUALIFICATIONS

EDUCATION

- Advanced University degree (Master or equivalent) in education development, education planning and management, psychology, or any social science related to education; A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

EXPERIENCE:

- Experience with working on visualization libraries like d3js and have built analytics dashboards in the past.
- Experience in graphical databases SQL and NoSQL databases
- Good experience with using tools like UX tools like Azure or XD
- Experience in troubleshooting, software development processes and ability to understand and implement client requirements

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in INR and exempt from income tax.

Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance.

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV (CV form to be used), in English by email: mgiep.recruitment@unesco.org.

Application files will have to reach MGIEP, New Delhi **before 19 October 2017 midnight** (India time).

How to Apply-

Please submit below mentioned document while applying-

1. cover letter
2. Detailed resume
3. UNESCO format resume- <http://en.unesco.org/careers/media/3705>
4. A writing sample if any
5. Subject Line for application via mail- "**NOB – National Project Officer**" ..

Please note that only short listed candidates will be contacted.

Application should be sent only on the mentioned email ID. A written test may be used in the evaluation of short-listed candidates.

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