

Transforming Education Summit

Terms of Reference

GENERAL INFORMATION

Duration: 6 months

Location: UNESCO Liaison Office in New York

DESCRIPTION OF THE ASSIGNMENT

Under overall authority of the Director of UNESCO Liaison Office in New York and the direct supervision of the Education Programme Specialist at New York Office, the incumbent, as a team member, will support outreach and advocacy efforts in the preparation of the Transforming Education Summit (TES) at United Nations Headquarters. In particular, the incumbent will:

1. Support maintaining and strengthening cooperation with the Permanent Missions of the Member States, the United Nations offices, specialized agencies, funds and programmes in New York, in order to ensure efficient public mobilization and engagement towards the Summit, including resources mobilization.
2. Provide support to organization of high-level meetings and briefings related to the preparations of the Transforming Education Summit, including during the 2022 High-Level Political Forum, ECOSOC and its subsidiary organs.
3. Support efforts to promote the outcome of the TES Pre-Summit at the UN Headquarters, and to facilitate linkages between the UN Entities and the diplomatic community on education related matters.
4. Assist in establishment of partnerships on education and lifelong learning at the United Nations Headquarters, including but not limited to UN entities;
5. Assist the communications and outreach efforts of Transforming Education Summit

6. Provide assistance in UNESCO's role as a Secretariat of the Group of Friends for Education and Lifelong Learning, as the Group engages in the preparations for the Transforming Education Summit.
7. Any other additional activities that may be required to ensure the work of the Office.

REQUIRED QUALIFICATIONS

Education: Advanced University degree, MA equivalent

Subjects: Political Science, International Affairs, Human Rights and Freedom of expression, Law or other relevant field

Language skills: Excellent knowledge of English language; knowledge of French and any other UN official language is an asset

Experience: A minimum of five years' progressively responsive experience in public information, international relations, public administration or related area is required

Competencies and skills: Excellent writing, analytical and synthesis skills. Strong communication skills. Proven ability to think strategically and rapidly analyze diverse information from varied sources, with experience conveying complex ideas in a clear, direct and lively, style.

Other: Integrity, professionalism, respect for diversity and a strong commitment to the UNESCO mission