



UNESCO contributes to peace and human development by furthering international cooperation through its programmes in education, sciences, culture and communication. Our overriding goal is to respond effectively to present and future challenges, and to ensure a better world for future generations. With its 188 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of 55 Offices and several Institutes.

Organização das Nações Unidas para a Educação, a Ciência e a Cultura Representação no Brasil

Please be informed about the Special Service Agreement (**SSA**) existing in our Office, for which written applications with Curriculum Vitae, will be accepted up to the closing date.

UNESCO Brasilia Office (UBO) is recruiting for

Post: **Programme Assistant**
Based: Brasilia Office
Closing date: **29th October 2009**
REF: **ED/PA/02/09**
Recruitment: Internal/External

Purpose of post: Under the authority of the Director of UBO and the supervision of the Education Programme Coordinator, the incumbent will be responsible to assist the Education Coordination in the technical and administrative issues as follow:

Main responsibilities: Assist the Education Programme Coordinator in activities related to:

- Follow up the issues between the Administrative Unit and UNESCO contractors and Donors;
- Manage the Regular Programmes' activities and expenses;
- Prepare reports, correspondence and documents as request;
- Summarize information reflecting current and future obligations, programme and/or budgetary implications, especially on Regular Programs and Fund-In-Trust;
- Prepare background material, working papers and tables for briefing and review sessions;
- Arrange meetings and occasionally take its notes, some involving high-ranking officials;
- Collect information on development and/or subject-matter activities of the area;
- Maintain and keep current registers, control plans and files updated;
- Analyses and respond to spontaneous public consultations;
- Make informal translations;
- Organize files, arranging appointments and placing calls; maintain supervisor's calendar;
- Make travel arrangements and performs liaison duties with other units;
- Perform other duties as required.

Profile: University degree in related field such as Education, Social Sciences, Administration, International Relations. 2-4 years of previous experience in technical and administrative tasks, especially in education. Desirable previous experience in the development of cooperation programmes on education, in partnership with governmental and nongovernmental institutions. Previous experience with UN agencies will be an asset. The post requires proficiency in two languages: excellent English and Portuguese. Spanish and/or French will be an asset. The candidate should have experience in office work and knowledge of International Organizations and the activities developed within them. The post requires advanced knowledge of PCs, informatics programs and usual office equipment.

Conditions of employment: Gross Monthly salary proposed **R\$ 4.400,00**. The contract will be for six months, with a probationary period of thirty days.

How to apply: Candidates should send application to UNESCO Human Resources Unit in Brasília, by e-mail (trabalheconosco@unesco.org.br), or by mail to UNESCO Brasilia Office, SAS - Quadra 5 – Bloco H - Lote 6 Ed. CNPq/IBICT/UNESCO - 9º andar, CEP: 70.070-914 – Brasília /DF – Brazil ,attaching an updated Curriculum Vitae (on the official UNESCO form preferably).

POST TITLE AND REF NUMBER MUST BE MENTIONED IN THE SUBJECT OF THE APPLICATION.
APPLICATIONS SUBMITTED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

Issue date: October 23rd , 2009