



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 a temporary contract SC Contract opening in our Office, for which written applications with Curriculum Vitae, will be accepted up to the closing date.

### UNESCO Brasília Office (UBO) is recruiting for

Post: **Education Programme Assistant**  
Based: Brasília Office  
Closing date: **26 April 2009**  
REF: EDU/AIDS/01/2009  
Recruitment: Internal/External

**Purpose of post:** Under the authority of the Director of UBO, the supervision of the Education Coordinator and the direct supervision of the Project Officer, the incumbent will be responsible for the actions linked to the Project 247BRA1000, by performing the following:

**Main responsibilities:**

1. Give support and follow up for administrative issues among the UNESCO Administrative Unit and the Project's Coordination; giving them the necessary administrative services for their activities execution in the Cooperation Agreement established with UNESCO;
2. Analyze the consultants' process, accompanying and monitoring the travel arrangements and Tickets in UNESCO system;
3. Advise Projects how to use the UNESCO administrative rules involving themes as: UNESCO system, national and international bidding procedures and rules as well as Convergence Manual, BID and BIRD rules including consultant contract procedures;
4. Assist the Project Officer on monitoring and supervision of the Project actions established and be liable for the contact with UNESCO sectors and other entities;
5. Be responsible to deal with all the project administrative demands;
6. Assist and monitor the process of the administrative documents, organizing the whole Project documentation and making hard copies and electronic files when necessary;
7. Assist the Project Officer for the Project 247BRA1000 activities preparing correspondences, documents and reports in relation to the qualitative research – focal teachers group for the preparation of Distance Education Course as well as the Teachers Reference in the use of TICs in the Project SPE;
8. Assist in the Cooperation Agreement dates control, responding and monitoring the problems arising and recommending solutions;
9. Maintain logs, policy, confidential and general files and update records in prescribed format for subsequent use;
10. Prepare informal translations;
11. Keep lists of names, addresses and telephone numbers of ministers and government officials updated;
12. Arrange appointments and place calls; maintain supervisor's calendar;
13. Make travel arrangements for the supervisor and performs liaison duties with other units;
14. Organize meetings, events and seminars, in which UNESCO is represented;
15. Perform other duties as required.

**Profile:** Completion of secondary Education. University degree in Education or Human Sciences will be an asset. Three (03) years of experience in the Education and administrative field. Experience up to two (2) years at international level in related area will be a differential. Experience in following up projects and institutional administration at national and international level will be an asset. Good knowledge of UN system will be an asset. Desirable knowledge of public and private Institutions and its activities, projects and programmers. The post requires that the incumbent have proficiency in two languages: excellent English and Portuguese. Advanced knowledge of PC's, informatics programs and usual office equipment (Windows package). Profile competence required: good communication skills, attention to detail, information gathering and processing, initiative, discretion and maturity of judgment.

**Conditions of employment:** Gross Monthly salary of **3.946,42** Reais. The contract will have a probationary period of 30 days.

**How to apply:** Candidates should send application to UNESCO Human Resources Unit in Brasília, by e-mail [trabalheconosco@unesco.org.br](mailto:trabalheconosco@unesco.org.br) or by mail to UNESCO Brasilia Office address: SAS - Quadra 05 – Bloco H - Lote 06 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: 17 April 2009**