



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 **Service Contract** opening in our Office, for which written applications with Curriculum Vitae, will be accepted up to the closing date.

UNESCO Brasilia Office is recruiting for

Post: **Project Officer**
Based: Brasilia Office
Closing date: **27 January 2009**
REF: SHS/CRIESP/01/09
Recruitment: External/Internal

Purpose of post: Under the authority of the Director of UBO, the supervision of the Social and Human Sciences Coordinator and the direct supervision of the SHS Programme Officer for the Criança Esperança Programme, the incumbent will provide technical, financial and operational inputs for the implementation, follow-up, monitoring and evaluation of the programme. Main tasks include:

Main responsibilities:

1. Assist direct supervisor in preparing background material to be used in discussions, briefing sessions and missions;
2. Orient/supervise Programme Assistants and ensure the due completion of all tasks assigned to them;
3. Work alongside Programme Officers in exchanging information to guarantee that Programmatic planning takes into account resource availability and operational feasibility of interventions
4. Prepare informal and unofficial translations from and into Portuguese and English, particularly for auditing missions from Paris headquarters;
5. Provide guidance and technical support to projects funded by the Criança Esperança Programme in order to strengthen their implementation capacity;
6. Monitor project implementation and propose recommendations for follow-up actions to be taken by specialized support units;
7. Assist direct supervisor in negotiations with donors and prospective partners;
8. Monitor and control donations made to the Programme;
9. Work in cooperation with stakeholders to guarantee that the resources donated to the Programme are correctly transferred to UNESCO;
10. Work in cooperation with stakeholders to ensure accurate execution of contracts and partnership agreements;
11. Follow-up resource allocation vis-à-vis financial commitments, elaborating budgetary reviews when and as necessary.
12. Estimate all costs inherent to project execution and propose corrective measures to optimize the use of resources.
13. Prepare technical and budgetary reports and other documents in order to meet the demands of donors, partners and UNESCO Headquarters;
14. Organize and participate in meetings, management seminars and missions aimed at ensuring the adequate implementation of the Programme;
15. Represent direct supervisor in the above-mentioned events whenever necessary;
16. Perform other tasks as requested.

Profile: University degree in Social Sciences, Business Administration or related areas. Minimum of five years experience in technical, financial and budgetary planning, monitoring and project related work, preferably in an international organization. Experience with projects implemented with the private sector will be an asset. The post requires proficiency in English and Portuguese; Spanish and French will be an asset. Proficient knowledge of Windows package and advanced knowledge of Excel and Access. Profile competence required: ability to work in a team, often under difficult circumstances; people management skills; communication skills; strong ethics; initiative; discretion and maturity of judgment, pro-activeness, good problem-solving skills and commitment to the Organization and its principles.

Conditions of employment: Gross Monthly salary of **6.281,08 Reais**. Renewal of the contract is subject to satisfactory service. There will be a 03 month probation period.

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

POST TITLE AND REFERENCE NUMBER MUST BE MENTIONED IN THE SUBJECT OF THE APPLICATION.

Issue date: 22 January 2008