



## DEPUTY DIRECTOR OF PROGRAMME- BASIC EDUCATION AND LEARNING DIVISION

### How to apply

1. Download the [KNATCOM 1A](#) form from the website [www.unesco.go.ke](http://www.unesco.go.ke)
2. Complete the form and sign (**Do Not** attach any documents)
3. **First** send a soft copy in **word** format to [hr2019@unesco.go.ke](mailto:hr2019@unesco.go.ke) (**Do Not** attach any documents)
4. **THE SUBJECT OF THE EMAIL SHOULD BE THE TITLE OF THE POST**
5. **Secondly**, send a hard copy to:

The Secretary General/CEO  
Kenya National Commission for UNESCO  
P.O. Box 72107-00200  
National Bank Building, 16<sup>th</sup> Floor  
Harambee Avenue  
**NAIROBI**

**Note:** Only short listed and successful candidates will be contacted. Valid Clearance certificates from EACC, HELB, KRA & CID is mandatory.

### Function of the Basic Education and Learning Division

The Division exists to achieve a dual function of ensuring Kenya is well represented in UNESCO and that UNESCO's presence is visible in Kenya. Specifically, work in the Division entails: participation in UNESCO Basic Education and Learning international meetings and processes; contribution to UNESCO Basic Education and Learning activities; provision of expert advice to government on UNESCO Basic Education and Learning matters; co-ordination of ratification of UNESCO Basic Education and Learning related conventions and protocols; formulation, implementation and evaluation of UNESCO Basic Education and Learning activities in Kenya; promotion of UNESCO Partnerships & collaborations in Basic Education and Learning ; mobilization of resources for UNESCO Basic Education and Learning activities; capacity building on UNESCO's Basic Education and Learning agenda; dissemination and creation of awareness on UNESCO Basic Education and Learning activities; collaborating with UNESCO and other UN agencies on Basic Education and

Learning issues; and nomination of candidates for UNESCO Basic Education and Learning prizes, awards, fellowships, scholarships, study grants and posts.

*The Division shall form part of the secretariat to the Education Programme and Expert Committee.*

## **JOB PROFILE**

### **DEPUTY DIRECTOR OF PROGRAMME- BASIC EDUCATION AND LEARNING DIVISION**

<b>Job Title</b>	Deputy Director of Programme
<b>Grade</b>	KNC 8
<b>Reports To</b>	Programme Director
<b>Location</b>	Nairobi, Headquarters
<b>Remuneration</b>	Gross monthly package Ksh. 194,896 – 245,465 Pm Leave Allowance – Ksh. 10,000 Medical Allowance – As per scheme rules Group Life & Accident Cover– As per scheme rules
<b>Terms</b>	Permanent and Pensionable Pension Contribution rate (basic salary) Employee - 7.5% Employer - 12.5%

### **Duties and Responsibilities**

The officer will be responsible to the Programme Director, Education for the development and implementation of UNESCO Basic Education and Learning programmes and activities in a results oriented and timely manner to achieve the Corporations' goals, objectives and agreed performance targets. This will entail *inter alia*:

<b>Duties</b>
1. Be responsible for the day to day operations of the Basic Education and Learning Division and achievement of its functions and objectives;
2. Develop and implement the Division's annual operational plans, performance contract and budget;
3. Recommend to the Programme Director effective processes, systems and internal controls in the Division including succession plans;

4. Coordinate the formulation, execution and communication of UNESCO related Basic Education and Learning policies, strategies, and plans and ensure their evaluation thereof;
5. Prepare relevant Basic Education and Learning policy and technical papers and provide follow up activities as may be required;
6. Mobilize technical support for the execution of the Division's programmes and activities
7. Serve as the focal point of the Basic Education and Learning Division;
8. Promote effective partnerships and collaborative networks within the Basic Education and Learning sector;
9. Develop relevant programme and project proposals for implementation
10. Be responsible for stakeholder management dealing with the Basic Sciences and Engineering;
11. Facilitate and support the activities of the Education Programme and Expert committee; and
12. Any other tasks as may be assigned by the Secretary General/CEO.

### Job specifications

<b>Academic &amp; Professional Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A minimum of a Master's degree in Education from a recognized and accredited institution</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Possess a minimum of fifteen (15) years continuous experience in the education profession in a reputable organization three (3) of which must be at a comparable senior management level position or is currently serving in an equivalent position in a similar organization for a minimum period of three years</li> <li>▪ Demonstrated proven ability and results in managing national and/or international related functions;</li> <li>▪ Demonstrate good industry knowledge of the basic sciences sector and ongoing reforms;</li> <li>▪ Demonstrated knowledge and experience in the formulation and/or implementation of international agreements/conventions/protocols and priorities;</li> <li>▪ Demonstrated good international exposure in international meetings and processes;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Demonstrated experience in national policy formulation and/or implementation processes;</li> <li>▪ Have knowledge/experience in international partnerships/collaborations frameworks;</li> <li>▪ Demonstrated competence in project management (design, proposal writing and/or implementation)</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>▪ Diplomatic, pro-active, approachable, flexible, have integrity and commitment to production results, self-motivated, dependable, organized, professional and must satisfy the requirements of chapter six of the Constitution of Kenya on leadership and integrity.</li> </ul>