



# UNESCO Trainees Programme

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

**Title:** Project Coordinator – Peacebuilding and conflict Resolution

---

**Division:** Basic Education, Education

---

**Duty station:** Beirut, Lebanon

**Director/Head of the office:** Hamed Al Hammami

---

**Trainee supervisor:** Hegazi Idris

---

### 2. DESCRIPTION

**Duration:** 12 months

---

**Description of tasks:**

---

Under the overall authority of the Director of the UNESCO Regional Bureau for Education in the Arab States (hereafter referred to as the Beirut Office) and the direct supervision of the Education Programme Specialist responsible for Basic Education in the Beirut Office, the trainee will assist in planning and implementing initiatives related to peacebuilding and conflict resolution education implemented under the Basic Education Sector in the Arab States, and in strengthening partnership and coordination with the relevant partners. Specifically, s/he will undertake the following tasks and responsibilities:

---

- Review detailed work plans and support the planning, execution and evaluation of the assigned projects in consultation with relevant programme staff.
  - Monitor work plans and support preparing budget revisions as necessary.
  - Monitor and report on the implementation of the programme activities.
  - Support identifying potential local partners within the UN family, NGOs, and private sector for joint programme/programming and expand and strengthen partnership with the relevant line ministries, institutes/universities and NGOs for the implementation of the Project and for the strengthening and networking in the region. Identify prospective donors and actively participate in such meetings.
  - Assist the UNESCO Office and collaborate with UNESCO Headquarters as well as with other project partners, for effective coordination, planning, implementation and monitoring the project, as well as to support and strengthen UNESCO's position with intellectual and academic institutions.
  - Prepare briefs as necessary on the assigned projects for the supporting donors and for internal use.
  - Perform other duties as deemed appropriate by the Director.
- 

**Expected contribution (major expected outcomes):**

---

- The concept of a culture of peace and dialogue, its mechanisms and its methodologies, especially among the youth are spread, so as to shape life styles and to help address contemporary, regional and global challenges.
- The principles of a culture of peace are promoted and greater intercultural understanding and cooperation with the other through meaningful intellectual dialogue is fostered.
- Approaches prevailing in societies that hinder cooperation, rapprochement, understanding, and dialogue are rectified.



## UNESCO Trainees Programme

The UNESCO Regional Office for Education (Beirut, Lebanon) is responsible for the design and the implementation of cross-sectoral field activities aiming at developing a culture of dialogue and strengthening attitudes geared towards openness, tolerance, mutual understanding and the promotion of common human values.

### **Learning objectives:**

- Acquired an in-depth knowledge of basic education and peacebuilding programme related to UNESCO's areas of competence
- Learnt how to deal with diverse stakeholders;
- Attained Field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms
- Gained solid working knowledge of the operations of an intergovernmental organization;
- Strengthened his/her analytical, communication, negotiation and interpersonal skills,
- Acquired the ability to successfully bring onboard new funding partners.

### **3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED**

#### **Academic qualifications (including knowledge of specific subject areas):**

- A university degree (in education, preferably in education planning, basic education, inclusive education, teacher education).

#### **Work experience (if needed):**

- Some relevant work experience at the regional level in the field of basic education, higher education, and culture would be considered an asset.

#### **Language requirements:**

- Excellent knowledge of English – Arabic is a plus.

#### **Core Competencies:**

- Professional knowledge and experience, holistic understanding of sector-wide education development in the region, with particular reference to inclusive education, education in emergencies, peace education, conflict resolution, and intercultural dialogue.
- Deep understanding of the region political and socio-economic perspectives.
- Experience in programme planning, monitoring and evaluation in the context of UN.
- Knowledge about the UN development work in the region.
- Strong sensitivity to and adaptability in cultural, gender, religion, race and nationality
- Advanced Strategic and analytical skills.
- Excellent organizational, networking, partnership building and interpersonal skills.
- Excellent communication skills, including writing and oral expression.
- Good IT skills.