

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: JPO – Educational-ICTs

Organizational Unit: Dakar, Education sector

Duty Station: Dakar, SENEGAL

SUPERVISION

Direct supervision by: Habibata Thienta, Responsible of “Teaching and learning” cluster

DUTIES AND RESPONSIBILITIES

Under the overall authority of the Assistant Director-General for Education (ADG/ED), the functional authority of the Director of the UNESCO Multi-sectoral Regional Office in Dakar and the Head of Education sector, and the direct supervision of the Responsible of Teaching and Learning (T&L) Cluster, the incumbent will support the application of UNESCO's recommendations for the integration of ICTs into education policies in West African countries. Within this context, the JPO will be responsible for:

1. Technical assistance in drawing up policies, projects and programmes integrating the use of ICT in education

- Assisting countries in the prospective analysis of ICTs available at the various levels of education systems;
- Assist countries in the development of master plans for the integration of ICT and AI into the various levels and types of education;
- Assisting UNESCO's technical teams in drawing up programmes and work plans integrating ICT and AI in education ;
- Contribute to the evaluation of costs related to the use of ICT and AI in the programming process of activities implemented by UNESCO;
- Develop a regional roadmap for the integration of ICT and AI in education.

2. Technical assistance in implementing policies, projects and programmes integrating the use of ICT in education

- Supporting the implementation of ICT and AI-related activities in countries' education policies;
- Support the process of setting up distance learning platforms and other methods of using ICTs and AI in education;
- Ensure quality monitoring and control of the implementation of services related to the use of ICTs and AI, including distance learning platforms commissioned by UNESCO.
- Ensure the implementation of the regional roadmap for the integration of ICT and AI in education.

3. Capacity building for stakeholders in the use of ICTs, including distance learning platforms

- Support institutional capacity-building in countries equipped to promote ICT and AI in education,
- Contribute to the preparation and running of capacity-building sessions for country players on the integration of ICTs and AI into teaching policies;
- Contribute to capacity-building sessions for stakeholders on the use of distance learning platforms.

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in IT, AI, techno-pedagogy or related fields.

Work Experience

- A minimum of two (2) years of professional experience as a central player or platform manager in distance learning; of which preferably one (1) year acquired at international level;
- A minimum of one (1) year of professional experience in using of tools such as Photoshop and Illustrator, AI;
- Experience in storyboard.

Skills & Competencies

- Proficiency in e-learning authoring tools and audio and video editing tools;
- Very good command of programming languages such as Java, Python, PHP, C#, HTML, CSS and JavaScript, AI tools, as well as a good understanding of databases and content management systems;
- Mastery of security and compliance standards (SCORM, LTI, etc.);
- Good knowledge of educational technology;
- Ability to provide expert advice to policy and decision makers.
- Excellent written and oral communication skills, including the ability to prepare, present and discuss findings and recommendations clearly and concisely.

Languages

- Excellent knowledge (written and spoken) of French, and good knowledge of English.

DESIRABLE QUALIFICATIONS**Work Experience**

- Demonstrated experience in design, management and coordination of education plans and strategies at the international level.
- Experience in research pertaining to education policies analysis, planning, and monitoring.

Skills & Competencies

- Familiarity with the work and functioning of the UN System including key mechanisms such as the UN Development Assistance Framework (UNDAF), UN Country Team (UNCT), Delivering as One (DaO) and other joint UN Programming and UN inter-agency initiatives.

Languages

- Good knowledge of Portuguese.