



Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: Junior Professional Officer – Educational analysis and education sector planning

Organizational Unit: UNESCO-IIEP, Technical Cooperation Unit

Duty Station: Paris, France

BACKGROUND INFORMATION

Education plays a vital and enduring role in driving social and economic development and serves as a cornerstone for achieving the Sustainable Development Goals (SDGs). It yields significant social returns, particularly for marginalized populations. The International Institute for Educational Planning at UNESCO (IIEP-UNESCO) is the only specialized UN entity mandated to support educational policy, planning, and management.

Established in 1963 as an integral part of UNESCO and within the framework of the UNESCO 2030 Agenda for Sustainable Development, IIEP plays a crucial role in strengthening Member States' capacity to achieve Sustainable Development Goal 4 (SDG 4): ensuring inclusive and equitable quality education and promoting lifelong learning opportunities for all.

To fulfill its mission, IIEP-UNESCO carries out technical cooperation projects at the request of UNESCO Member States. These projects encompass a wide range of activities, including research, analysis, training, and coaching.

This position is based within the Technical Cooperation Team at IIEP in Paris. The team applies an integrated capacity development approach to deliver tailored support for educational policy, planning, and management. This support includes the development, monitoring, and evaluation of education sector plans. IIEP facilitates the creation of sectoral diagnostic analyses, education sector plans, and planning and management tools. Together, these efforts contribute to the formulation of more relevant and sustainable educational policies in Member States.

SUPERVISION

Direct supervision by: Suguru Mizunoya, Head of Technical Cooperation Team

Supervisory methods will include the identification of key deliverables, the development of a detailed work plan, regular meetings with the supervisor and relevant project managers, and opportunities for professional development. The supervisor will provide consistent oral and written feedback on all work produced to ensure alignment with project objectives.

DUTIES AND RESPONSIBILITIES

Within this context, under the authority of the Director of IIEP and the supervision of the Programme Specialist, the JPO will be responsible for:

- Supporting the development and implementation of technical cooperation projects and programs aimed at strengthening education sector planning capacities, particularly in the areas of education sector analyses and the preparation, revision, and/or evaluation of education sector plans, policies, and programs;
- Conducting quantitative analyses using diverse data sources (e.g., demographic censuses, learning assessment data, household surveys, EMIS, macroeconomic and public finance data, budgets) within the framework of education sector analyses with focus on financing of education;
- Assisting in the development of projections and simulations for education sector plan preparation and/or revision processes;
- Supporting capacity development activities and training, including conducting needs assessment surveys and developing materials and tools targeted at beneficiaries of technical assistance projects, such as education officers and planners at national and subnational levels;
- Contributing to research and development (R&D) initiatives related to education sector analysis, planning, and management, including the development of innovative techniques and tools and the updating of existing methodologies;
- Assisting with communication efforts for the team, as requested.

REQUIRED QUALIFICATIONS

Education: Master Degree in the Social Sciences (preferably in Economics and Education, Statistics, Education, and sociology). A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

Work experience:

- A minimum of 2 years of professional experience in at least one of the following areas:
 - a) Education sector analysis, including education finance,
 - b) Micro-data analysis using household surveys, learning assessment data, geospatial data or financial data, and
 - c) developing education simulation models.
- Experience working with education administrations at the national and/or subnational level, particularly in low- and middle-income countries, is an asset.

Competencies and Skills:

- Demonstrated knowledge of contemporary developments in the global education sector and strategies for enhancing educational planning and management.
- Solid understanding of education sector planning processes.
- Proven expertise and proficiency in quantitative analytical and visualization work (e.g., STATA, R, Python). Skills with GIS software is a plus.
- Proficiency in developing simulation models and cost projections with Excel.

- Strong analytical and synthesis skills, with the ability to produce high-quality analytical and synthetic writing, including reports and policy briefs.
- Ability and willingness to undertake regular missions, including to complex and challenging environments.
- Excellent oral and written communication skills, with the ability to draft clear, concise, and high-quality written materials.
- Exceptional organizational skills.
- Strong ability to work effectively in a team and maintain positive working relationships in a multicultural environment.
- Capacity to work independently, take initiative, and adapt quickly to new tasks and challenges.

Languages: Excellent knowledge in English. Good knowledge of the other official UN language is desirable.

LEARNING ELEMENTS

During the assignment, the JPO will have the opportunity to:

- Develop a comprehensive understanding of the education sector planning cycle and acquire practical knowledge of national arrangements for implementing, monitoring, and evaluating educational reforms and policies.
- Enhance technical skills related to the development of education sector analyses, sectoral simulation model, education sector plans, joint sector reviews, and other educational planning exercises at national and subnational levels in various regions (e.g., Africa, Middle East, Asia and the Pacific).
- Learn and implement about capacity development training to support education officers working in national and subnational administrations in the field of educational planning and management.
- Learn about the global and country-level work of an institution involved in educational planning.
- Gain valuable insights and experience from working within a specialized United Nations organization, including its mandates and organizational culture.
- Gain experience in communicating policies and plans effectively.
- Strengthen interpersonal skills through interactions with colleagues and partners from diverse regions, languages, convictions, and cultures.