

## Junior Professional Officers (JPO) Programme

### Terms of Reference

#### GENERAL INFORMATION

**Title:** Junior Professional Officer

**Sector:** Education – Future of Learning and Innovation Team

**Location:** Paris, Headquarters

#### SUPERVISION

**Direct supervision by:** Sobhi Tawil. Director

The JPO will be under the direct supervision of the Director and will work in close cooperation with members of the team's Programme Specialists. S/he will be engaged in supporting different activities of the team. The JPO will be advised on technical as well as logistical aspects of the delivery of each task. A joint and regular review of progress will be made to assess progress and identify areas to be strengthened. The strengths of the JPO will be identified and noted. S/he will have direct contact with the supervisor and/or team members on a daily basis. All documents prepared or developed as well as the tasks performed will be subject to a joint review.

#### DUTIES AND RESPONSIBILITIES

The Junior Professional Officer will provide support for the implementation of the Futures of Education initiative [2019-2023]. In particular, the incumbent will perform the following tasks:

##### **Organizational support to the work of the International Commission, the Advisory Board and Expert group.**

Support with the planning and coordination of meetings of the International Commission, the Advisory Board and Expert group, public events, webinars as well as any other follow up events that may be required;

Ensure the proper note taking, minutes and report preparation during meetings and necessary follow-up actions after each meeting.

Support with the preparation of background and working documents, including ensuring the timely translation into the required languages and proper printing of documents for meetings on the Futures of Education.

##### **Organization and synthesis of open consultation processes**

Assist with the planning and coordination of the open consultation process carried out by the team as well as with partners;

Review and synthesize results or outcomes of both consultation processes

**Planning the event launch and dialogues following the release of the report**

Support with the organization of the launch event during the General Conference in November 2021.

Assist in the planning and implementation of dialogues following the release of the report.

Perform other tasks that may be required by the Director of the Future of Learning and Innovation team.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Masters or equivalent) in the field of education, development studies, public policy, international relations, economics, and/or other relevant fields

**Work experience:** Preferably three years of relevant work experience, with one year at the international level

**Competencies and skills:** Excellent drafting skills in English and French; Ability to manage heavy workloads and meet tight deadlines, paying close attention to detail; Excellent interpersonal skills and ability to build and maintain effective working relations with colleagues, partners, relevant institutions, intergovernmental and non-governmental organizations and other relevant institutions; Solid IT skills including knowledge of Office software.

**Languages:** English and French, working knowledge of Spanish or another UN language (Arabic, Chinese, or Russian) is an asset

**LEARNING ELEMENTS**

The JPO will gain solid working knowledge of the operations of an intergovernmental organization, acquire an in-depth knowledge of UNESCO, its mandate, its functions, and particularly its Education programme; better understanding of emerging issues in education, and of how UNESCO collaborates with Government and multiple stakeholders in addressing them; work experience in technical cooperation and in the development, management and administration of multilateral programmes and projects.

S/he will have the opportunity to work in an intercultural environment and interact directly with colleagues from different UNESCO programme sectors, education institutions and government officials in all Member States as well as a variety of other UNESCO partners.

S/he will strengthen analytical, communication, negotiation and interpersonal skills.

**BACKGROUND INFORMATION**

With accelerated climate change, the fragility of our planet is becoming more and more apparent. Persistent inequalities, social fragmentation, and political extremism are bringing many societies to a point of crisis. Advances in digital communication, artificial intelligence, and biotechnology have great potential but also raise serious ethical and governance concerns, especially as promises of innovation and technological change have an uneven record of contributing to human flourishing. The urgency of the challenges before us potentially requires a radical transformation of mindsets and of our conceptions of human well-being,

development, and how to share the planet. Rethinking the purpose of education and the organization of learning is at the heart of this transformation. The multifaceted impact of the crisis caused by the coronavirus disruption of our health, economic and social systems has further underlined the urgency of looking beyond the 2030 horizon to examine probable and possible long-term futures.

Building on a continuous review of research production, an analysis of both global education policy and emerging megatrends, as well as broad on-line and offline consultations, the Future of Learning and Innovation programme reinforces UNESCO's observatory function in education. Through more synergetic research and foresight, this activity aims to strengthen UNESCO's capacity to guide and inform global and local policy and lead the debate on the future of education. The different strands of work are as follows:

**Global 2021 report**

An International Commission of eminent personalities and thought leaders of diverse expertise chaired by HE President Sahle-Work Zewde of the Federal Democratic Republic of Ethiopia is mandated to prepare a global report on the futures of education for release at the General Conference in November 2021. To be published in the six UN languages, the global report will be informed by research as well as by inputs from multiple processes of consultation, co-creation, and deliberation that involve multiple stakeholders including youth, teachers and educators, civil society organizations, academia, international development agencies, as well as business and technology partners. The International Commission on the Futures of Education is supported by an Advisory Board comprised of heads of partner agencies and which provides strategic guidance to UNESCO to the initiative as a whole.

**Research papers and studies**

In an increasingly uncertain, complex and contradictory world, UNESCO's prospective studies on education play a critical role in providing insights for better understanding and anticipating the changing landscape of learning. Forward-looking research and foresight studies cover emerging issues which are key to re-contextualize the humanistic principles of education. This requires internal collaborative interdisciplinary research across UNESCO sectors, as well as the strengthening of existing partner research networks.

**Regional and global conferences**

UNESCO partners interested in the futures of education have been organizing seminars or workgroups to prepare reports for the consideration of the International Commission on the Futures of Education. During the visioning phase of the initiative (2020) focus has been on identifying key challenges and opportunities for the future. In the second iteration of consultations (Jan-Apr 2021) input will be sought on the preliminary analysis presented by the International Commission.

**Global consultation and synthesis**

A key supporting process for the work of the Commission will be engagement with the general public through a broad open process of public online and offline engagement and consultation. The process ensures that the insight and expertise of a range of constituencies enriches the development of the 2021 report and that a sound basis for outreach in 2022-23 is established. A dedicated website in the six UN languages provides updates, resources and on-line platforms for engagement.

For more information, please visit the Futures of Education webpage:

<https://en.unesco.org/futuresofeducation/initiative>, as well as the education research and foresight page <https://en.unesco.org/themes/education/research-foresight>

