UNRWA is the United Nations agency responsible for the protection, care and human development of a population of some 4.6 million Palestine refugees living in the Gaza Strip, the West Bank, Jordan, Lebanon, and the Syrian Arab Republic. The Agency is committed to assisting Palestine refugees in maintaining a decent standard of living, acquiring appropriate knowledge and skills, enjoying the fullest possible extent of human rights, and leading a long and healthy life. UNRWA is by far the largest UN operation in the Middle East with over 29,000 staff. Most of the staff members are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurses or social workers.

**Technical and Vocational Education and Training (TVET) Curriculum Development Expert (Extension)**

**Location**  
Lebanon Field Office

**Type of Appointment**  
Consultant

**Deadline for Application**  
15 November 2014

**Vacancy Announcement Number**  
947/2014

**Department/Division**  
Education

**BACKGROUND**

UNRWA Siblin Training Centre (STC) in Lebanon offers 28 semi-professional and trade courses for its student body of around 1200 trainees per year in its two campuses located in south and north Lebanon. Despite its longstanding role in providing TVET education to Palestine refugees in Lebanon, UNRWA VTCs (Vocational Training Centres) are not accredited by the Lebanese Ministry of Education. Degrees offered by UNRWA are not officially recognized, and students are not eligible to participate in the Lebanese official TVET examinations.

As part of its comprehensive TVET Strategy, UNRWA has identified the accreditation of its vocational training centre by the Ministry of Education (MoE) as a strategic priority which would increase the potential of the Palestine refugee youth through improved access to higher education and decent work opportunities. The corresponding application for accreditation has been submitted to the MoE. In preparation, UNRWA has started the process of updating its curricula to comply with the MOE requirements while keeping the positive aspects of the current curriculum.

Currently UNRWA VTCs offers vocational training opportunities at the Trade and Semi-Professional level:

1) Trade courses (one or two-year programmes) are offered for post-preparatory school level (Grade 9). The official equivalent of Trade is the Technical Baccalaureate (BT), given in three years for Brevet graduates at the end of which students obtain the equivalent of a high school diploma.

2) Semi-professional courses (two-year programmes) are offered for post-secondary school level (Grade 12). The official equivalent is Technicien Supérieur (TS), given in two years for students having obtained a Baccalaureate.

In order to gain official accreditation as a private vocational training provider in Lebanon, a comparative study on the Lebanese and UNRWA TVET curricula has been conducted. In comparison, UNRWA curricula provides more depth of knowledge in the field of specialization while the General Directorate of Vocational Training and Education (GDVTE) focuses on breadth; covering more subjects without reaching the same level of specialization in a specific field. UNRWA also adopts a far more practical ‘learning-by-doing’ model centred on a practical vocational training approach, while the GDVTE curricula require a more theoretical approach.

The consultant will be responsible for coordinating the development and implementation of the new curricula based on the comparative study and the requirements of the Lebanese General Directorate for Vocational and Technical Education while keeping the positive aspects of UNRWA’s current curricula.

**MAIN RESPONSIBILITIES**

In accordance with established Agency policy and procedures, the incumbent:

(A) Work with STC senior instructors, and relevant stakeholders to develop (or adapt) a competency-based modular curricula and instructional materials at the BT, TS and BP levels, based on and aligning with the Lebanese TVET curricula (9 courses to be determined);
(B) Develop, with the support of STC senior instructors and instructors, teaching and learning manuals for each curriculum and course;

(C) Develop, with the support of STC senior instructors and instructors a marking system (credit system) and examination system and certification for each course;

(D) Organize and conduct training sessions as per the needs of the team of instructors teaching the relevant course at STC;

(E) Follow up and evaluate implementation of the new curricula including, teaching methods and techniques, assessment and evaluation methods, and all other issues related to the curriculum;

(F) Build the capacity of relevant STC staff to develop, update, follow up and evaluate high quality curricula and instructional materials;

(G) Work closely with instructors, management staff and other curriculum developers to establish and test working procedures that will enable and encourage industry representatives and other stakeholders to engage fully with STC and support ongoing curriculum development.

(H) Key Deliverables

- Detailed work plan
- Monthly progress report
- Training plan for STC instructors and management staff
- 9 curricula developed at the BT, TS and BP level.
- 9 accompanying Teacher Handbooks developed
- 9 accompanying Student Handbooks developed
- Final report

PERSONAL & PROFESSIONAL COMPETENCIES

(A) Academic and Professional

- Advanced university degree (PhD, Masters or equivalent) in Education Policy and Planning, Curriculum Development, preferably with a focus on TVET.

(B) Experience

- A minimum of 8 years relevant work experience in the field of Education or TVET, with strong experience in curriculum development;
- Demonstrated experience of implementing TVET international best practices at the training centre level;
- Demonstrated experience in working jointly with TVET stakeholders including the private sector;
- Familiarity with the Lebanese or Middle East TVET systems preferred.

(C) Language

- Excellent knowledge of English.
- Knowledge of Arabic is an advantage.

(D) Skills and Competencies

- Ability to work effectively in a multicultural/multinational environment.
- Excellent planning and reporting skills.
- Ability to conduct field visits (up to 50% of the assignment duration);
- Good computer and other IT skills.
- A commitment to UN values of non-discrimination on the basis of race, gender, economic status, or religion.
- Previous experience related to TVET development in the Middle East would be an advantage.

CONDITIONS OF SERVICE

Salary: As per relevant salary scale.
Contract Duration: Twelve months - Extendable according to availability of Funds.

EQUIVALENCY

Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered.

GENERAL INFORMATION

UNRWA is an equal opportunity employer and welcomes applications equally from men and women.

- It is Agency Policy to give full consideration to qualified disabled candidates whose disability does not impact their ability to perform the duties and responsibilities of the post.
- Priority will be given to fully qualify registered Palestinian refugees.
- Prior to the commencement of services, the consultant shall confirm and acknowledge in writing, and provide proof of the existence of, self-procured adequate private insurance against medical, disability and accident for the duration of the contract.
As a member of the United Nations system, UNRWA maintains a close relatives’ policy. In this regard, if a candidate has a close relative (mother, father, brother, sister, son or daughter) who is already employed by the Agency, he/she can only be employed if the Agency is unable to find another suitable candidate.

UNRWA staff members with fixed term appointments may apply for any consultant/contractor consultancy while in service. Upon selection, a staff member may be offered the consultant/contractor contract upon resignation from fixed term appointments and a three month break-in-service. Candidates who are no longer employed by the Agency must have a minimum of 3 months break-in-service, before they apply to any consultant/contractor positions.

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staffs are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking working environment.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

**TECHNICAL & PRACTICAL TESTS REQUIRED**

Not applicable

**INTERVIEW**

Only short-listed candidates will be invited for an interview (100%).

**HOW TO APPLY**

If you have the skills and experience required above, and want to make an active and lasting contribution to improving the lives of Palestine refugees, then register on [http://jobs.unrwa.org](http://jobs.unrwa.org) by creating a personal profile and completing the UNRWA Personal History Form; it is the responsibility of the candidates (internal and external) to make sure that their Personal History Form is duly completed with the needed information before they apply as amendments to the Form will not be accepted after the deadline of the vacancy announcement. Only applications received through this website will be considered and the system will not allow applications after the deadline. Please note that UNRWA only accepts degrees from accredited educational institutions. Candidates may also be invited to take a technical exam in order further evaluate their qualifications for the post. Due to a high volume of applications received, only short-listed applicants will be contacted. The United Nations does not charge a fee at any stage of the recruitment process. The United Nations does not concern itself with information on bank accounts.

For any queries please send an email to: recruitmentquestions@unrwa.org. Please apply as requested above, do not send your CV To this email address, all cvs sent to this email address will be automatically ignored. or contact the recruitment unit on 009611840490.

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