

Government of India
Ministry of Human Resource Development
Department of Higher Education

UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) has advertised for the posts of Consultant Contract – Communications Specialist, ICT Specialist and Consultant Contract – Instructional Designer, in UNESCO MGIEP, on contract basis. Relevant details are on the next page.

2. Applications must be submitted directly to UNESCO MGIEP by **17th December, 2016 (midnight, Indian time)**.

Title: Consultant Contract – Instructional Designer
Domain: Education / Formal Education
Organizational Unit: Mahatma Gandhi Institute of Education for Peace and Sustainable Development
Duty station: Delhi
Type of contract: Individual Consultant Contract
Duration of contract: One year (with possibility of extension depending on the availability of funds and performance)
Deadline **17th December, 2016**(midnight, India time):
Application to be sent to: mgiep.recruitment@unesco.org (CV with cover letter) **CV Form to be used**

OVERVIEW OF THE FUNCTIONS OF THE POST

BACKGROUND

UNESCO MGIEP New Delhi is a specialized Category-1 research institute that works on developing innovative research and pedagogical products for education for Peace, Sustainable Development, and Global Citizenship. Under the overall authority of the Director of the Institute and the direct supervision of the Senior Project Officer, the incumbent will serve as an internal consultant to Institute Programme Staff providing comprehensive expertise in Instructional Design and Editing of the Institute's Curricula, Report, and Research publications.

The incumbent will work within the framework of the Institute's biennial programmes and budget within the overall UNESCO framework for action. This post is aimed at a candidate with a high level of skills and experience in instructional design and editing to develop consistent curricula publications, the editing of Report and Research publications for impact, as well as formulating the global promotion campaign for reach and measuring of impact.

DUTIES AND RESPONSIBILITIES

Working within the framework of the established Domains of Learning: Cognitive, Socio-Emotional, and Behavioural, the latest research-based learning theories, and established instructional design and curriculum development processes, the work responsibilities of the Consultant are as follows:

- Effectively manage the development of the Institute's Curricula, Report, and Research publications from inception to completion
- Explicitly link the Institute's related Curricula products
- Provide expertise in the design of MGIEP Curricula publications in all instructional modalities including learning outcomes, learner-centered teaching strategies and assessment
- Enhance or design engaging and interactive/multimedia instructional content and activities to ensure the MGIEP Curricula products serves the learning needs of the target end users especially students and youth
- Provide consultation and capacity-development of the Institute Programme Staff in the selection and effective use of digital technologies
- Design and supervise production of learning resources in variety of formats that are aesthetically pleasing and facilitate learner comprehension including print, info/graphics, audio, video and animation technologies
- Coordinate with the Institute Senior Communications Officer to create a Graphic Charter series of templates for the Institute's publications for consistent visual, aesthetic layout
- Coordinate with graphics/layout specialists, printers, and all stakeholders in the timely production of the publications
- Coordinate with the Institute Communications Specialists to globally promote and measure the reach, readership/citation, and commentary on the print and online versions, and reporting to the Staff Meetings on impact
- Comprehensively documenting the productions processes for continuity and minimising risk
- To work with the MGIEP Chief Technology Officer to ensure the publications are compatible as per MGIEP requirement.

- Contribute to the implementation of the Communication Strategy by coordinating and preparing materials which promote greater understanding and support for the Institute

REQUIRED QUALIFICATIONS

EDUCATION

- Bachelors or equivalent degree in Instructional or Curriculum Design, Technical Writing, Communications, Education, or related domains.

WORK EXPERIENCE

- 3- 7 years of high-level experience in the field of instructional design methodologies and course and curriculum design in all modalities (face-to-face, hybrid and online), including learning outcome development and curriculum alignment
- Highly experienced in the field of digital educational technology and software tools for digital instructional designs, video, animation, photography
- Knowledge of current trends in instructional design and technology
- Excellent writing skills (English) and proven analytical skills
- Progressively responsible teaching or administrative experience at the K-12 or university/graduate level (face-to-face, hybrid, or online)
- Experience of working with UN or multilateral agencies would be an asset

SKILLS/COMPETENCIES

- Strong background in curriculum design
- Strong writing and editing skills to communicate information and knowledge into various formats especially Research papers
- Demonstrated successes developing and working in diverse, multi-cultural, collaborative, project-based teams involving content experts, expert consultants, and technology developers.
- Managerial skill would be an asset
- Ability to organize work, prioritize effectively, and manage multiple projects with competing priorities.
- Ability to document and research information, and analyze and interpret a variety of data to identify trends and draw valid conclusions.

LANGUAGES

- Fluency in English. Knowledge of Hindi and another UN official language would be considered as an asset

HOW TO APPLY

Please submit your cover letter, detailed resume/CV, and comprehensive portfolio (Comprehensive portfolio of completed courses or curriculum publications clearly indicating the primary role of the applicant and the impact factor of the completed products to: mgiep.recruitment@unesco.org by **17th December, 2016**, midnight (India Standard Time). Please label the subject line "**Consultant Contract – Instructional Designer**"

Please note that only short listed candidates will be contacted. Application should be sent only on the mentioned email ID. A written test may be used in the evaluation of short-listed candidates. UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.



United Nations
Educational, Scientific and
Cultural Organization

Mahatma Gandhi Institute
of Education for Peace
and Sustainable Development

UNESCO MGIEP

UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainability

Title: Consultant Contract – Communications Specialist
Domain: Education / Formal Education
Organizational Unit: Mahatma Gandhi Institute of Education for Peace and Sustainable Development
Duty station: Delhi
Type of contract: International Consultant
Duration of contract: Duration will be 12 months and there will be no extension of the appointment
Deadline 17th December, 2016 (midnight, India time)
Application to be sent to: mgiep.recruitment@unesco.org (CV with cover letter) CV Form to be used

OVERVIEW OF THE FUNCTIONS OF THE POST

BACKGROUND

Under the overall authority of the Director of the Institute and the direct supervision of the Senior Project Officer, the incumbent will serve as an internal consultant providing comprehensive expertise in maximizing global visibility, awareness, and support of the Institute including its mandate, projects, and events.

DUTIES AND RESPONSIBILITIES

Working within the framework of the Institute's biennial programmes and budget, the incumbent will develop, implement, and report on the overall Communication Strategy for the Institute and provide full Communications support for the:

1. Office of the Director
2. Office of Administration and Human Resources
3. Pan-Institute activities and events
4. Youth Programme
5. Research and Futures Programme

The incumbent will fully utilize the latest communications/media strategies and technologies to implement and report on innovative, multi-lingual, high-impact promotional campaigns based on:

1. Social media
2. Traditional media
3. MGIEP website
4. flagship *Blue Dot* magazine, and
5. collateral materials

Within the Consultancy period, the incumbent will be responsible for:

1. **Publications** - Developing the MGIEP *Graphic Charter* series of templates
2. **Social media** - coordinating with the Institute Social Media Officer to design and implement at least 2 global multi-lingual social media campaigns for the Youth, and Research and Futures programmes;
3. **Traditional media** – publication of at least 4 Op-Eds for the Director MGIEP, and up to 6 news articles for the Youth, and Research and Futures programmes
4. **Website** - Overseeing the MGIEP Website including news articles or feature stories, calendar of activities or events, listing of multi-format publications, and access to multi-media resources
5. **Blue Dot Magazine** - Producing Issue Number 6 (July 2017) and Issue Number 7 (January 2018) of the bi-annual flagship *Blue Dot* magazine
6. **Collateral materials** - Producing high-impact pan-Institute and Programme collateral materials
7. **Events management** – Provide logistics and full communications support for the pan-Institute premier events including TAG^oOttawa (March 2017) and TAG^oKualaLumpur (May 2017) and the activities of the Youth, and Research and Futures Programmes
8. **Reports** - Producing Visibility Reports for Quarter 1 (March 2017) and Quarter 2 (July 2017) in coordination with the members of the Institute Communications Team

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree (equivalent to Masters) in communications, journalism, media, public relations or other related fields.

WORK EXPERIENCE

- 2 to 4 years of high-level experience in the fields of communications, journalism, media, public relations at national and international level
- Experience of working with UN or multilateral agencies would be an asset

SKILLS/COMPETENCIES

- Highly experienced in designing and implementing large scale/global communication strategies, project management, event management
- Expert-level knowledge of the latest ICT/mobile technologies, systems, platforms, analytics, reporting tools
- Knowledge of current trends in communications
- Excellent writing and communications skills (English) and proven analytical and reporting skills
- Progressively responsible Team Leadership, managerial, and administrative experience
- Demonstrated successes working in diverse, multi-cultural, collaborative, project-based teams involving Programme Staff, expert consultants, and technology developers

LANGUAGES

- Fluency in English. Knowledge of Hindi and another UN official language would be considered as an asset

WORK PERMIT

- All internationals who have valid work permit to do consultancy in India are highly encouraged to apply

HOW TO APPLY

Please submit your cover letter with detailed resume/CV, and portfolio (Comprehensive portfolio of Communications Strategies and campaigns, materials design, website management, magazine/publication production clearly indicating the primary role of the applicant/team and the impact factor of the completed products to mgiep.recruitment@unesco.org by **17th December, 2016 (midnight, India time)**. Please label the subject line “**Consultant Contract – Communications Specialist**”.

Please note that only short listed candidates will be contacted. Application should be sent only on the mentioned email ID. A written test may be used in the evaluation of short-listed candidates. UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Title: ICT Specialist
Domain: Education / Formal Education
Organizational Unit: Mahatma Gandhi Institute of Education for Peace and Sustainable Development
Duty station: New Delhi
Type of contract: Individual Consultant Contract
Duration of contract: Duration will be for 6 months.
There will be no extension of the appointment
Deadline 17th December, 2016 (midnight, India time):
Application to be sent to: mgiep.recruitment@unesco.org (CV with cover letter)
CV Form to be used

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

UNESCO MGIEP New Delhi is a specialized Category-1 research institute that works on developing innovative research and pedagogical products for education for Peace, Sustainable Development, and Global Citizenship.

II. Duties and Responsibilities

Under overall guidance of Director and direct supervision of the Sr Project Officer and of the Institute, the incumbent will serve as the Chief Information Technology Officer for the Institute providing the Technology Strategy to support the needs of the Programmes and Projects to achieve the Institute's goals.

Working within the framework of the Institute's biennial programmes and budget, and the UNESCO Rules for Procurement, the incumbent will develop, implement, and report on the overall Institute Technology Strategy including validating the technical feasibility of the systems and tools required by the Programme Projects, and developing the specifications, procurement, implementation, and maintenance of the most appropriate and compatible platforms, systems, and licenses.

The incumbent will ensure the technological solutions are based on open standard technologies where the software source-code are scalable, well-monitored, and continuously integrated.

Working with the Programme and Communication Staff, the incumbent will be responsible for supporting the development and continual maintenance of:

1. All Projects with intellectual property
2. MGIEP social media communications strategy tools
3. MGIEP Website Content Management System (CMS)
4. MGIEP Knowledge Commons (KC)
5. Digital version of the flagship Blue Dot magazine
6. Event Management Systems desktop and mobile app including Invitations, event and session Registration, social media integration, live web streaming, large and small screens

7. MGIEP Graphic Charter in coordination with the Institute Communications Specialist and Instructional Designer
 8. Open standards implementation for MGIEP Publications in coordination with the Institute Instructional Designer
 9. Analytics parameters and reporting for the Quarterly Visibility Report in coordination with the Institute Communication Specialist
 10. Negotiation and contracting of Hosting agreements for online platforms and tools
- Purchasing and renewal of licenses for new desk/office software and training of all Institute Staff

REQUIRED QUALIFICATIONS

EDUCATION AND WORK EXPERIENCE

- Masters in Information and Communication Technologies, Computer Science.
- Advanced industry certification in Project Management, Systems Lifecycle development, software programming is preferable.
- 7 to 10 years of high-level, progressive experience in the fields of software development, systems analysis, management.

SKILLS/COMPETENCIES

- Highly experienced in designing and implementing large scale technology strategies, ICT development, procurement, project management, event management
- Demonstrated expert abilities in implementing software architecture and development including databases, programming, systems lifecycle management, networks and IT infrastructure, security and compliance, online hosting, analytics and reporting tools
- High-level knowledge of budgeting, risk assessment, and current trends in ICT
- Excellent writing and communications skills (English) and proven analytical and reporting skills
- Progressively responsible Team Leadership, managerial, and administrative experience
- Demonstrated successes working in diverse, multi-cultural, collaborative, project-based teams involving Programme Staff, expert consultants, and technology developers
- Supervisory skill

LANGUAGES

- Fluency in English. Knowledge of Hindi and another UN official language would be considered as an asset

HOW TO APPLY

Please submit your cover letter, proposal, detailed resume/CV, and portfolio (Comprehensive portfolio of Technology Strategies, software systems or platform development, and website management clearly indicating the primary role of the applicant/team and the impact factor of the completed products to mgiep.recruitment@unesco.org by **17th December, 2016**, midnight (India Standard Time). Please label the subject line "Consultant – ICT specialist .

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