



## Human Resources Management Consultant – UNESCO – Dakar ( Senegal )

Full Time @UNESCO posted 3 days ago in General

Post Date : May 3, 2025 Apply Before : May 16, 2025 View(s) 15

### Job Detail

<b>Experience</b> 4 Years	<b>Gender</b> Both	<b>Vacancy Number</b> N/A
<b>Education Level</b> Bachelors Degree	<b>No of Vacancies</b> N/A	<b>Grade Level/Post Level</b> N/A
<b>Contract Duration</b> From 7 to 11 months	<b>Required Language</b> English	<b>Hiring For</b> UNESCO
<b>Age Requirement</b> 18+	<b>Recruitment Type</b> N/A	<b>Required Field of Study</b> Social Sciences, Law, Human Resources Management
<b>Post Number</b> N/A		

### Job Description

#### OVERVIEW

Parent Sector : Education Sector (ED)

Duty Station: Dakar

Job Family: Programme Coordination

Type of contract : Non Staff

Duration of contract : From 7 to 11 months

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Duty Station Time) : 16-MAY-2025

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

#### OVERVIEW OF THE FUNCTIONS OF THE POST

##### PRESENTATION OF THE UNESCO INTERNATIONAL INSTITUTE FOR EDUCATIONAL PLANNING, AFRICA OFFICE IN DAKAR (IIEP-UNESCO DAKAR)

The Regional Office for Africa of the UNESCO International Institute for Educational Planning (IIEP-UNESCO) is located in Dakar, Senegal. IIEP-UNESCO is a specialized institute whose mandate is to strengthen the capacity of UNESCO Member States to plan and manage their education systems. The IIEP-UNESCO Regional Office for Africa is recognized for the quality of its education sector analyses and its contribution to the development of sound plans for the development of education systems, within the framework of the 2030 Agenda for Education.

Through a capacity-building approach, the IIEP-UNESCO Regional Office for Africa contributes to the production of diagnostic analyses, sector plans, and methodological tools

that contribute to more relevant and sustainable education policies. Through its training programs, it also ensures the skills of those responsible for defining, steering, managing, financing, and evaluating education and training systems in Africa. The Regional Office for Africa is also actively involved in knowledge production for the education sector in Africa. More information on its activities can be found at the following link: [IIEP-UNESCO Regional Office for Africa](#) .

## CONTEXT AND JUSTIFICATION FOR THE CONSULTATION

Under the authority of the Head of Office and the supervision of the Head of Technical Cooperation of the IIEP-UNESCO Regional Office for Africa, the consultant will contribute to the following activities/tasks:

### Activity 1: Identification of options for decentralizing human resources management

This support aims to identify options for decentralizing human resources management. To this end, the consultant will have to:

Support the diagnosis of Human Resources Department structures and HR processes to better understand current roles and responsibilities.

Participate in the analysis of the institutional frameworks of the HR function through an in-depth examination of regulatory texts and institutional frameworks.

Support the collection of data (qualitative and/or quantitative) on the needs of stakeholders and carry out an analysis of said needs.

Support the analysis of best practices in decentralized HR management, by examining, among other things, successful experiences at national and international level.

Support the identification of options for decentralization: development of a note explaining scenarios associated with each option.

Support the validation of an option for decentralizing HR management by the MENA.

### Activity 2: Implementation of a master plan for the decentralization of human resources management

The master plan for the decentralization of human resources management aims to define the guidelines for a more decentralized human resources management, allowing for decision-making closer to the field, better responsiveness and more effective management of human resources. To this end, the consultant will have to:

Support the development of the master plan in close collaboration with the Human Resources Department.

Support the development of an action plan for the implementation of the master plan, including the stages, timetable, necessary resources and monitoring indicators.

Support the national master plan validation process.

### Activity 3: Support for the development of a human resources management procedures manual for the MENA

This intervention aims to enable the MENA to equip itself with a human resources management procedures manual. This manual will constitute a tool for harmonization, information, awareness-raising and communication on the revised rules and procedures for human resources management. To this end, the consultant will have to:

Support the identification of key human resources management processes that will be addressed by the MENA HR procedures manual and define their scope.

Support the diagnosis of the current implementation of said processes within the MENA and the analysis of best practices for standardizing HR procedures.

Support the formalization and standardization of procedures for key processes, taking into account best practices and current legal requirements.

Support the drafting of a clear, precise procedures manual in a standardized format for each procedure and easily understandable by all MENA stakeholders.

Support the development of content and capacity building activities to facilitate the appropriation of the Manual by the MENA.

## EXPECTED RESULTS / DELIVERABLES

The consultant will submit the following deliverables:

Deliverable 1: Analysis report of the processes, current practices and HR needs of MENA including the study of institutional frameworks, the identification of decentralization options and the analysis of best practices for decentralization of HR management (activity 1 and 2).

Deliverable 2: Technical note presenting the options and scenarios for the decentralization of human resources management, accompanied by strategic recommendations (activity 1).

Deliverable 3: MENA internal HR coordination protocol, including the monitoring and evaluation mechanism annexed to the HR manual (activity 3).

Deliverable 4: Draft master plan for the decentralization of human resources (activity 2) and draft HR procedures manual: structured document including all key HR procedures with practical tools

and models (activity 3).

Deliverable 5: Detailed action plan for the implementation of the master plan, with stages, timetable, necessary resources and monitoring indicators (activity 2) and Training materials for the use of the HR manual (activity 3).

Deliverable 6: Decentralization master plan, including the validated action plan (activity 2), validated; and HR procedures manual, including all annexes, validated (activity 3).

## REQUIRED QUALIFICATIONS

### Education

University degree at Bac+5 level in Social Sciences, Law, Human Resources Management, or equivalent fields.

### Professional experiences

Relevant experience of at least ten (10) years in the field of management and execution of human resources projects in the public sector;

Proven expertise (minimum 10 years) in the fields of human resources, HR policy reform, legal framework and human resources management practices in the education sector;

At least 5 similar missions in auditing the Human Resources function, and development of HR procedures manuals for the education sector.

### SKILLS

Have proven ability to communicate orally, to lead discussion sessions with the highest education authorities as well as with partners;

Possess excellent writing skills and the ability to summarize.

### LANGUAGES

Excellent oral and written communication skills in French.

## DESIRABLE QUALIFICATIONS

### Professional experiences

10 years of experience in designing human resources strategies in the education sector.

5 years of experience in designing and delivering training to stakeholders in the education system.

### SKILLS

Excellent knowledge of the Ivorian education system.

### LANGUAGES

Good command of English, both spoken and written.

## CONSULTATION PERIOD

The consultancy will run from May 21 to December 30, 2025.

## WORKING CONDITIONS

To carry out this work, IIEP-UNESCO will provide the person in charge of the consultancy with all available administrative and analytical documentation related to the purpose of the service. IIEP-UNESCO will intervene as needed to facilitate contacts with the institutions/individuals they wish to meet as part of this service, as well as other logistical aspects. IIEP-UNESCO will provide support and technical assistance throughout the period of the service. The consultant will be responsible for all procedures that may be necessary to obtain visas/residence permits in the countries during the consultancy period. IIEP-UNESCO will facilitate contact with the relevant national authorities for these procedures.

## APPLICATION PROCESS

Candidates who meet the required qualifications are invited to apply by submitting

A CV and a technical offer in a single document.

A financial offer specifying the fees.

In addition to the mandatory information and documents to be provided on the recruitment platform, the technical and financial proposals prepared by candidates must be submitted to the following email address: [grh.iiep@iiep.unesco.org](mailto:grh.iiep@iiep.unesco.org) .

The technical offer, developed over a maximum of ten pages, must describe:

The candidate's strengths and relevant experience based on the content and requirements of these terms of reference.

The candidate's understanding of the missions and their appreciation of the mission, its scope, its feasibility and the challenges to be met for its implementation.

A brief presentation of the methodological approach and the organization of the planned mission.

Applications that do not contain this information will not be considered for further stages of the selection process. The deadline for submitting applications is **May 16, 2025** .

Payment is conditional upon completion of tasks and satisfactory submission of deliverables within the defined timeframes.

### **ADDITIONAL INFORMATION**

The position is home-based, with some travel within Ivory Coast.

Travel expenses will be covered by IIEP-UNESCO in accordance with United Nations travel regulations (airfare + DSA).

All travel must be arranged by the consultant himself, including the necessary visa arrangements.

Associated secondary costs (visa processing, etc.) will be included in the mission fees, if applicable.

### **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as an interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.