

Terms Of Reference for Temporary Appointment

Post Title:	Education Officer
Post level:	NOA
Section:	Education
Duty Station:	Homs Field Office, Syria
TA Duration:	364 days
Supervisor:	Education Officer (NOB) in Hom

Background

UNICEF's fundamental mission is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. Its equity strategy prioritizes the most disadvantaged and excluded children and families, translating this commitment into action. For UNICEF, equity means that all children have the opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. Investing in the most disadvantaged citizens, including through education, supports both children's potential and the sustained growth and stability of nations. This position contributes to that universal mandate under the Convention on the Rights of the Child and to equitable development.

Strategic office context:

The Hom Field Office (covering Hom and Hama) operates in a context of protracted humanitarian need following 14 years of conflict, with high rates of IDPs and families returning to areas where homes, schools, health centres and water networks remain damaged or destroyed. Its overarching objectives are to rebuild essential services, support recovery for children and families in the two governorates and promote integrated cross-sector responses for greater impact.

In education, UNICEF's key objective is to increase inclusive and safe access to education for conflict-affected children in formal and non-formal settings. Priority approaches include school rehabilitation, provision of supplies, non-formal opportunities for out-of-school children and those at risk of dropping out, coordination with government authorities and sector partners, needs assessments, capacity building of partners, communities and schools, and the collection and use of data to improve equitable access, quality and learning outcomes.

The Education section, where this post sits, leads education programme delivery and oversight in the field office, prioritizing the most disadvantaged and excluded children.

Purpose for the assignment:

The Education Officer (NOA) reports to the Education Officer (NOB) in the Hom Field Office. The incumbent provides professional technical, operational and administrative assistance throughout the programming process for education programmes, applying theoretical and technical skills to support the development and formulation of the Education Programme within the Country Programme. The position is accountable for supporting the effective and timely delivery of assigned education results and for ensuring that cross-cutting priorities are

reflected in education programming. The efficiency and efficacy of support provided by the Education Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to improve learning outcomes and universal access to quality, equitable and inclusive education. Success in education programmes and projects in turn contribute to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promote greater social equality in the country.

MAIN DUTIES/RESPONSIBILITIES:

1. Support to Programme Development and Planning

- Research and analyze regional and national political, education, social and economic development trends; collect, analyze, verify and synthesize information to facilitate programme development, design and preparation.
- Support preparation of technical reports and provide inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevancy of information.
- Contribute to the development and establishment of sectoral programme goals, objectives, strategies and results-based planning through research, collection, analysis and reporting of education and related information for development planning, priority and goal setting.
- Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentation, and complying with organizational processes and management systems to support programme planning, results-based planning (RBM) and monitoring and evaluation of results.
- Prepare required documentation and materials to facilitate the programme review and approval process.

2. Programme Management, Monitoring and Delivery of Results

- Work closely and collaboratively with internal and external colleagues and partners to collect, analyze and share information on implementation issues; suggest solutions on routine programme implementation; and submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decision.
- Keep records of reports and assessments for easy reference and to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts; prepare minutes and reports on results for follow-up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets); verify compliance with approved allocation and goals, organizational rules, regulations and procedures, donor commitments, and standards of accountability and integrity.
- Report on issues identified to ensure timely resolution by management and stakeholders; follow up on unresolved issues to ensure resolution.
- Prepare draft inputs for programme and donor reporting.

3. Technical and Operational Support to Programme Implementation

- Undertake field visits and surveys, and collect and share information with partners and stakeholders to assess progress and provide technical support and/or refer to relevant officials for resolution.
- Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners and donors on the application and understanding of UNICEF policies, strategies, processes and best practices on education and related issues to support programme implementation, operations and delivery of results.

4. Networking and Partnership Building

- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on education programmes.
- Draft communication and information materials for programme advocacy to promote awareness, establish partnerships and alliances, and support fund raising for education programmes.
- Participate in appropriate inter-agency meetings and events on programming to collaborate with inter-agency partners on planning and preparation of education programmes.

5. Innovation, Knowledge Management and Capacity Building

- Provide support in identifying, capturing, synthesizing and sharing lessons learned for knowledge development and capacity development of stakeholders.
- Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results.
- Research, benchmark and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

6. Integration of Cross-Cutting Priorities

- Ensure gender equality, disability inclusion, child protection and emergency preparedness and response are integrated into education programming.

UNICEF values and competencies required

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

- Sustainability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Recruitment Qualifications

Education: A university degree in one of the following fields is required: education, psychology, sociology, or another relevant technical field.

Experience: A minimum of one year of professional experience in programme planning, management, and/or research in education is required.

Language Requirements: Fluency in English and Arabic is required.

Skills: Education programme management, Monitoring and data analysis, Partnership and stakeholder engagement, Communication, Planning and organizing, Teamwork and collaboration

Desirables:

Experience in humanitarian contexts.

Experience in development contexts.

Previous UN or INGO experience.

Experience in Accountability to Affected Populations (AAP).

Education in Emergencies (EiE),

Government and implementing partner engagement

CHILD SAFEGUARDING

Is this position considered as " Elevated Risk Role " from a child safeguarding perspective?	
☒ Yes ☐ No	<i>If yes, check all that apply</i>
Direct Contact Role	
☒ Yes ☐ No	If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:
10 Hours per month	
Child Data Role	

☐ Yes ☒ No	If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):
Safeguarding response role: (Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations))	
☐ Yes ☒ No	
Assessed Risk Role	
☒ Yes ☐ No	
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates	

Funding Details:

Funding Grant and WBS: WBS: 4140/A0/06/200/004/001 & Grant: SC240837

Funding expiry date: 30.11.2027

Provided by Resource Mobilization Section via email

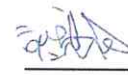
Supervisor
Education Officer / NOB Homs (Hala Alsebaai)

 28/09/2026
(Signature & Date)

Reviewed/Endorsed
Chief Field Office /Homs (Modar Sibai)

 28 Sep 2026
(Signature & Date)

Reviewed/Endorsed
Chief Education (Hind Omer)

 28.09.2026
(Signature & Date)

Reviewed
People & Culture Manager (Rosemary Akinyi)


(Signature & Date)

Endorsed by:
OIC Chief of Field Operations (Narine Aslanyan)

 2 October 2026
(Signature & Date)

Approved by
Representative - Meritxell Relano

 07 October 2026
(Signature & Date)

