



wfuna

World Federation of United Nations Associations

POSITION DESCRIPTION FOR EDUCATION OFFICER

STARTING DATE: MAY 2017

LOCATION: SEOUL, KOREA

PAID STAFF POSITION WITH BENEFITS

PROBATIONARY PERIOD: 3 MONTH

WFUNA

1 United Nations Plaza
Room 1177
New York NY 10017
USA

FMANU

Palais des Nations
Room E4-2A
1211 Geneva 10
Switzerland

ORGANIZATIONAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members. We are the largest international network of people supporting and engaging with the United Nations.

We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens.

Our organization has offices at the United Nations in both New York, Geneva, and Seoul. www.wfuna.org

POSITION OVERVIEW

The Education Officer is responsible for the planning and managing of WFUNA's global education programs in the Republic of Korea. Other duties include fundraising, development, and implementation of other educational and training programs.

The officer will also be involved in providing strategic assistance to WFUNA's staff members in the Seoul office and the international secretariat in developing strategies and processes, as well as in initiating and enhancing partnership relationships with academic institutions, government offices, foundations and the private sector;

In addition to education related tasks there are also administrative responsibilities. You will assist with the overall work of WFUNA in the Seoul office and will collaborate with colleagues in other WFUNA offices.

- He/she reports to the Secretary-General.
- The position is based in our Seoul office.

RESPONSIBILITIES

Partnership management and program implementation of higher level degree programs with the United Nations Institute for Research and Training (UNITAR) and Kyung Hee University (KHU)

Tasks include:

- Successfully launch and manage the United Nations and the Art of Peace Master's program for Fall 2017;
- Communicate and liaise with UNITAR and WFUNA's office in Geneva as well as with key university, public, and private partners;
- Develop and implement the post-graduate diploma with UNITAR and KHU to launch in Fall 2017;
- Launch the Sustainable Peace Certificate (SPC) in the Republic of Korea;
- Planning, implementation of joint workshops and seminars with UNITAR and KHU;
- Lead the marketing and outreach strategy for online based training in the Republic of Korea to expand partnerships and recruit additional schools and students through effective promotion and relationship-building as well as liaising with partnering organizations;

In close coordination with WFUNA’s Global Citizenship Education Officer, manage the expansion of WFUNA’s flagship global citizenship education program, Mission Possible, to the Republic of Korea

Tasks include:

- Lead the fundraising, marketing, and outreach strategy for Mission Possible in the Republic of Korea
- Develop and manage partnerships through effective promotion and relationship-building
- Support the Mission Possible program in the Republic of Korea through all phases of the partnering process: exploration, proposal writing, presentations, negotiation with partners, budget preparation and review of donor agreements
- Liaise regularly with partners
- Collaborate with the Global Citizenship Education Officer to develop promotional materials and messaging, in line with and to ensure fidelity with the global program
- Track partnerships and recruitment and report back to the Global Citizenship Education Officer through the careful organization of information on communications and production of detailed reports
- After the National Program Coordinator (NPC) is hired, work with the NPC to handover information, provide requisite introductions to partners, and facilitate implementation of the program

Other responsibilities

- Use social media for regular updates on your area of responsibility; participate in bi-weekly office meetings; supervise an intern in coordination with other staff;
- Undertake other responsibilities as directed by the WFUNA Secretary-General;
- Assume responsibility for supporting various partnership and fundraising initiatives with existing or potential relationships with academic institutions, government offices, foundations and the private sector for the programs mentioned above;
- Support specific projects in all the phases of the partnering process: exploration, the proposal writing, negotiation with partners, budget preparation and review of donor agreements.

SKILLS & QUALIFICATIONS

Minimum qualifications and professional experience required:

- Advanced university degree in Social Sciences, Education, International Relations, International Development, or related field;
- Minimum 1-3 years of experience in project management, budgeting, and evaluation methodologies;
- Demonstrated ability to work in multi-cultural settings and establish efficient and harmonious working relationships;
- Excellent communication, facilitation, and presentation skills, experience in public relations and recruitment is a plus;
- Ability to think strategically and to analyze, interpret, and assess programmatic information;

POSITION DESCRIPTION – EDUCATION OFFICER

- Understanding of and interest in the work of the United Nations and the Sustainable Development Goals (SDGs);
- In-depth and up-to-date knowledge of ROK's education landscape, including the different school systems and curricula;
- Experience delivering interactive professional development to teachers and working with secondary schools and students;
- Fluency in English and Korean is required;
- Ability to travel both domestically and internationally.

PERSONAL CHARACTERISTICS

- High energy, results-oriented
- Ability to involve and motivate key stakeholders
- Self-starter and strong interpersonal skills
- Well-organized and thorough with close attention to details
- Works well in a small office environment and thrives in a multi-faceted, fast-paced environment