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## UNESCO Recruitment 2025: Open Jobs/ Online Application

### Description

UNESCO is seeking a dynamic and experienced Program Coordinator to join our team in 2024. As a Program Coordinator, you will play a pivotal role in the planning, implementation, and evaluation of UNESCO's diverse projects and initiatives. This is a unique opportunity to contribute to the organization's mission of building a just, inclusive, and sustainable knowledge society.

### Responsibilities

- **Project Management:** Lead the planning and execution of UNESCO projects, ensuring adherence to timelines, budgets, and quality standards.
- **Stakeholder Engagement:** Collaborate with internal and external stakeholders, including government agencies, NGOs, and international partners, to foster effective partnerships and achieve project goals.
- **Monitoring and Evaluation:** Develop and implement robust monitoring and evaluation frameworks to assess project impact and effectiveness.
- **Reporting:** Prepare comprehensive and timely reports for internal and external stakeholders, highlighting project achievements, challenges, and recommendations.
- **Capacity Building:** Contribute to the development and delivery of capacity-building initiatives, workshops, and training programs.
- **Research and Analysis:** Stay abreast of global developments in relevant fields, conduct research, and provide analytical insights to inform UNESCO's strategic decision-making.

### Qualifications

- Bachelor's or Master's degree in a relevant field (e.g., International Development, Education, Social Sciences).
- Proven experience (minimum 5 years) in project management, preferably in an international or multicultural context.
- Strong understanding of UNESCO's mandate and a demonstrated commitment to promoting education, culture, and the sciences.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Proficient in project management tools and technologies.
- Fluency in English; knowledge of additional UNESCO official languages is an asset.

### Job Benefits

- Competitive salary commensurate with experience.
- Health and dental insurance coverage.
- Professional development opportunities.
- Collaborative and inclusive work environment.
- International exposure and networking opportunities.

**Hiring organization**  
UNESCO

**Employment Type**  
Full-time

**Industry**  
International Affairs

**Job Location**  
UN Building, Plot 617/618, 900001,  
Abuja, Abuja, Nigeria

**Working Hours**  
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**Date posted**  
May 30, 2025

**Valid through**  
04.01.2026

## **Contacts**

Interested candidates should submit their CV, a cover letter, and a sample project report (if available) to [hr@unesco.org](mailto:hr@unesco.org) by [04.01.2026]. Please include "Program Coordinator Application". Shortlisted candidates will be contacted for interviews.

UNESCO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. The organization is committed to creating an inclusive and respectful work environment.