



United Nations
Educational, Scientific and
Cultural Organization

The Minister of Foreign Affairs
Ankara
(Turkey)

15 DEC. 2017

Ref.: CL/4224

Subject: **Deputy Director-General (DDG)
Office of the Director-General
Paris, France
DIG 006**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Deputy Director-General, Office of the Director-General, in Paris (France).

I enclose herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible and well before the closing date, and ensure that applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

It is important to note that all applications must be correctly submitted by **15 January 2018** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "**DIG 006**", to the following address below:

Director
Bureau of Human Resources Management (HRM)
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

Sn. Atik
Tayyibun ilkelim
Hf. f
11/12

7, place de Fontenoy
75352 Paris 07 SP, France
Tél. : +33 (0)1 45 66 10 00
Fax : +33 (0)1 45 66 55 55

www.unesco.org


To Ministers responsible for relations with UNESCO

Each candidate's application should contain a detailed *curriculum vitae* and the names of persons from whom professional references may be obtained. The *curriculum vitae* may be submitted in English or French, preferably on the official UNESCO *curriculum vitae* form, and should include the following information: date and place of birth; present nationality; gender; university education; present and previous posts held; fields of specialization; publications; knowledge of languages, in particular the degree of ability to write, speak and understand the required languages, as indicated in the attached Vacancy Notice.

It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated deadline shall not be considered.

I cannot overemphasize the importance I attach to having an outstanding candidate to fill this post, and count on your cooperation to achieve this goal through the dissemination of the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Accept, Sir/Madam, the assurances of my highest consideration.


Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title:	DEPUTY DIRECTOR-GENERAL, OFFICE OF THE DIRECTOR-GENERAL
Domain:	Administration
Post Number:	DIG 006
Grade:	DDG
Organizational Unit:	Office of the Director-General
Primary Location:	Paris, France
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term
Annual salary:	US \$217,408
Deadline (midnight, Paris time):	15 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO has a special role to play in strengthening the foundations of lasting peace, as well as equitable and sustainable development. Advancing cooperation in education, the sciences, culture, communication and information is of strategic relevance at a time when societies across the world face rapid change and increasingly complex social, economic and environmental challenges.

Within the framework of UNESCO's mandate and its strategic objectives, and under the authority of the Director-General, the Deputy Director-General provides strategic direction and oversight to the Director-General on the general management of the Organization.

The incumbent supports the Director-General in ensuring coherence of activities and programmes, at Headquarters and in the Field.

Specifically, the incumbent will:

- provide advice to the Director-General on the management of programmes and operations of the Organization;
- support the Director-General in ensuring UNESCO's relevance and impact sustained through strategic leadership and effective engagement;
- undertake initiatives of high priority at the request of the Director-General;
- represent the Director-General and chair various meetings and task forces and act on behalf of the Director-General during her absence and when required;
- carry out and hold any additional responsibilities as delegated by the Director-General.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: 37 C/A (UNESCO's Medium-Term Strategy, 2014–2021) and 39 C/15 (Draft UNESCO's Programme and Budget for 2018–2019).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the field of culture.

WORK EXPERIENCE

- Extensive and relevant professional experience in senior leadership/executive positions, including substantial assignments at the regional and/or international level.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.
- Excellent communication skills with strong representational abilities.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French).
- Working knowledge of the second language (English or French).

DESIRABLE QUALIFICATIONS

EDUCATION

- A Ph.D. level degree in a discipline related to the post.

WORK EXPERIENCE

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the 2030 Agenda for Sustainable Development.

SKILLS/COMPETENCIES

- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

LANGUAGES

- Knowledge of other United Nations languages (Arabic, Chinese, Russian and Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [JCSC Website](#).

Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

**Representation of Member States in posts subject
to geographical distribution as at 1 November 2017**

Representation above range	Representation within range	Representation below range	Nil
Belgium	Afghanistan	Andorra	Angola
Benin	Albania	Antigua and Barbuda	Armenia
Bulgaria	Algeria	Australia	Bahrain
Cameroon	Argentina	Bahamas	Brunei Darussalam
Canada	Austria	Barbados	Cabo Verde
Denmark	Azerbaijan	Belarus	Central African Republic
Ethiopia	Bangladesh	Belize	Chad
France	Bolivia (Plurinational State of)	Bhutan	El Salvador
Gambia	Bosnia and Herzegovina	Botswana	Equatorial Guinea
Greece	Burkina Faso	Brazil	Guyana
Italy	Burundi	China	Iceland
Lebanon	Cambodia	Comoros	Kiribati
Mexico	Chile	Cook Islands	Kuwait
Morocco	Colombia	Dominica	Lesotho
Nepal	Congo	Dominican Republic	Malta
Romania	Costa Rica	Egypt	Marshall Islands
South Africa	Côte d'Ivoire	Eritrea	Mauritania
Spain	Croatia	Estonia	Micronesia (Federated States of)
Tunisia	Cuba	Fiji	Monaco
	Cyprus	Gabon	Nauru
	Czechia	Georgia	Niue
	Democratic People's Republic of Korea	Ghana	Palau
	Democratic Republic of the Congo	Grenada	Rwanda
	Djibouti	Guatemala	Saint Vincent and the Grenadines
	Ecuador	Guinea	Samoa
	Finland	Guinea-Bissau	Serbia
	Germany	Haiti	Solomon Islands
	Honduras	Indonesia	Somalia
	Hungary	Iran (Islamic Republic of)	South Sudan
	India	Iraq	Sri Lanka
	Ireland	Kazakhstan	Suriname
	Israel	Kyrgyzstan	Tajikistan
	Jamaica	Latvia	Timor-Leste
	Japan	Liberia	Tonga
	Jordan	Libya	Tuvalu
	Kenya	Luxembourg	United Arab Emirates
	Lao People's Democratic Republic	Malawi	Vanuatu
	Lithuania	Maldives	
	Madagascar	Mongolia	
	Malaysia	Montenegro	
	Mali	Myanmar	
	Mauritius	Panama	
	Mozambique	Papua New Guinea	
	Namibia	Paraguay	
	Netherlands	Peru	
	New Zealand	Poland	
	Nicaragua	Qatar	
	Niger	Russian Federation	
		San Marino	
		Sao Tome and Principe	

Nigeria	Saudi Arabia
Norway	Sierra Leone
Oman	Singapore
Pakistan	Slovakia
Palestine	Slovenia
Philippines	Sudan
Portugal	Swaziland
Republic of Korea	Sweden
Republic of Moldova	Switzerland
Saint Kitts and Nevis	Thailand
Saint Lucia	Turkey
Senegal	Turkmenistan
Seychelles	United Republic of Tanzania
Syrian Arab Republic	United States of America
The former Yugoslav Republic of Macedonia	Uruguay
Togo	Venezuela (Bolivarian Republic of)
Trinidad and Tobago	Yemen
Uganda	
Ukraine	
United Kingdom of Great Britain and Northern Ireland	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	



United Nations
Educational, Scientific and
Cultural Organization

15 DEC. 2017

Ref.: CL/4225

Subject: **Assistant Director-General (ADG)
Culture Sector
Paris, France
CLT 001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Culture in Paris (France).

I enclose herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible and well before the closing date, and ensure that applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

It is important to note that all applications must be correctly submitted by **15 January 2018** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "CLT 001", to the following address below:

Director
Bureau of Human Resources Management (HRM)
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

Each candidate's application should contain a detailed *curriculum vitae* and the names of persons from whom professional references may be obtained. The *curriculum vitae* may be submitted in English or French, preferably on the official UNESCO *curriculum vitae* form, and should include the following information: date and place of birth; present nationality; gender; university education; present and previous posts held; fields of specialization; publications; knowledge of languages, in particular the degree of ability to write, speak and understand the required languages, as indicated in the attached Vacancy Notice.

It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated deadline shall not be considered.

I cannot overemphasize the importance I attach to having an outstanding candidate to fill this post, and count on your cooperation to achieve this goal through the dissemination of the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Accept, Sir/Madam, the assurances of my highest consideration.


Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Title: ASSISTANT DIRECTOR-GENERAL FOR CULTURE
Domain: Culture
Post Number: C.I.T 001
Grade: ADG
Organizational Unit: Culture Sector
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$199,405
Deadline (midnight, Paris time): 15 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

The Culture Sector's mission is to promote the role of culture, heritage and creativity as an important enabler of sustainable economic and social development, a source of knowledge and resilience and a vector for dialogue and cooperation. The Culture Sector will also support Member States in their efforts to implement the six cultural conventions as platforms towards the implementation of the 2030 Agenda for Sustainable Development, and mitigate the impact of conflicts and natural disasters on culture.

Under the authority of the Director-General, the Assistant Director-General for Culture is responsible for providing leadership and for establishing a strategic vision for the Culture Sector. The Assistant Director-General for Culture also is responsible for the overall implementation of the Culture Major Programme, as approved by UNESCO's governing bodies. The incumbent will cooperate closely with other ADG in order to focus on transversal issues.

The Culture Programme will focus on:

- protecting, conserving, promoting and transmitting culture and heritage for dialogue and development;
- fostering creativity and the diversity of cultural expressions, as well as the safeguarding of intangible cultural heritage for sustainable development;
- mobilizing extrabudgetary resources and establishing partnerships with public and private entities to support the implementation of the Sector's overall programme;
- anticipating and developing new ideas and innovative activities in order to meet cultural challenges.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: [37 C/4](#) (UNESCO's Medium-Term Strategy, 2014-2021) and [39 C/5](#) (Draft UNESCO's Programme and Budget for 2018-2019).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the field of culture.

WORK EXPERIENCE

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Culture Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Excellent communication skills with strong representational abilities.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French).

DESIRABLE QUALIFICATIONS

EDUCATION

- A Ph.D. level degree in the field of culture or one of its sub-disciplines would be an asset.

WORK EXPERIENCE

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the 2030 Agenda for Sustainable Development.

SKILLS/COMPETENCIES

- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

LANGUAGES

- Working knowledge of the second language (English or French).
- Knowledge of other official UN languages (Arabic, Chinese, Russian or Spanish)

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

**Representation of Member States in posts subject
to geographical distribution as at 1 November 2017**

Representation above range	Representation within range	Representation below range	Nil
Belgium	Afghanistan	Andorra	Angola
Benin	Albania	Antigua and Barbuda	Armenia
Bulgaria	Algeria	Australia	Bahrain
Cameroon	Argentina	Bahamas	Brunei Darussalam
Canada	Austria	Barbados	Cabo Verde
Denmark	Azerbaijan	Belarus	Central African Republic
Ethiopia	Bangladesh	Belize	Chad
France	Bolivia (Plurinational State of)	Bhutan	El Salvador
Gambia	Bosnia and Herzegovina	Botswana	Equatorial Guinea
Greece	Burkina Faso	Brazil	Guyana
Italy	Burundi	China	Iceland
Lebanon	Cambodia	Comoros	Kiribati
Mexico	Chile	Cook Islands	Kuwait
Morocco	Colombia	Dominica	Lesotho
Nepal	Congo	Dominican Republic	Malta
Romania	Costa Rica	Egypt	Marshall Islands
South Africa	Côte d'Ivoire	Eritrea	Mauritania
Spain	Croatia	Estonia	Micronesia (Federated States of)
Tunisia	Cuba	Fiji	Monaco
	Cyprus	Gabon	Nauru
	Czechia	Georgia	Niue
	Democratic People's Republic of Korea	Ghana	Palau
	Democratic Republic of the Congo	Grenada	Rwanda
	Djibouti	Guatemala	Saint Vincent and the Grenadines
	Ecuador	Guinea	Samoa
	Finland	Guinea-Bissau	Serbia
	Germany	Haiti	Solomon Islands
	Honduras	Indonesia	Somalia
	Hungary	Iran (Islamic Republic of)	South Sudan
	India	Iraq	Sri Lanka
	Ireland	Kazakhstan	Suriname
	Israel	Kyrgyzstan	Tajikistan
	Jamaica	Latvia	Timor-Leste
	Japan	Liberia	Tonga
	Jordan	Libya	Tuvalu
	Kenya	Luxembourg	United Arab Emirates
	Lao People's Democratic Republic	Malawi	Vanuatu
	Lithuania	Maldives	
	Madagascar	Mongolia	
	Malaysia	Montenegro	
	Mali	Myanmar	
	Mauritius	Panama	
	Mozambique	Papua New Guinea	
	Namibia	Paraguay	
	Netherlands	Peru	
	New Zealand	Poland	
	Nicaragua	Qatar	
	Niger	Russian Federation	
		San Marino	
		Sao Tome and Principe	

**Representation
above range****Representation
within range****Representation
below range****Nil**

Nigeria	Saudi Arabia
Norway	Sierra Leone
Oman	Singapore
Pakistan	Slovakia
Palestine	Slovenia
Philippines	Sudan
Portugal	Swaziland
Republic of Korea	Sweden
Republic of Moldova	Switzerland
Saint Kitts and Nevis	Thailand
Saint Lucia	Turkey
Senegal	Turkmenistan
Seychelles	United Republic of Tanzania
Syrian Arab Republic	United States of America
The former Yugoslav Republic of Macedonia	Uruguay
Togo	Venezuela (Bolivarian Republic of)
Trinidad and Tobago	Yemen
Uganda	
Ukraine	
United Kingdom of Great Britain and Northern Ireland	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	



United Nations
Educational, Scientific and
Cultural Organization

15 DEC. 2017

Ref.: CL/4226

Subject: **Assistant Director-General for Communication and Information
(ADG)
Communication and Information Sector
Paris, France
CI 001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Communication and Information in Paris (France).

I enclose herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, *Careers*, as soon as possible and well before the closing date, and ensure that applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

It is important to note that all applications must be correctly submitted by **15 January 2018** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "**CI 001**", to the following address below:

Director
Bureau of Human Resources Management (HRM)
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

7, place de Fontenoy
75352 Paris 07 SP, France
Tél : +33 (0)1 45 68 10 00
Fax : +33 (0)1 45 68 55 55

www.unesco.org

To Ministers responsible for relations with UNESCO

Each candidate's application should contain a detailed *curriculum vitae* and the names of persons from whom professional references may be obtained. The *curriculum vitae* may be submitted in English or French, preferably on the official UNESCO *curriculum vitae* form, and should include the following information: date and place of birth; present nationality; gender; university education; present and previous posts held; fields of specialization; publications; knowledge of languages, in particular the degree of ability to write, speak and understand the required languages, as indicated in the attached Vacancy Notice.

It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated deadline shall not be considered.

I cannot overemphasize the importance I attach to having an outstanding candidate to fill this post, and count on your cooperation to achieve this goal through the dissemination of the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Title: ASSISTANT DIRECTOR-GENERAL FOR
COMMUNICATION AND INFORMATION

Domain: Communication and Information

Post Number: CI 001

Grade: ADG

Organizational Unit: Communication and Information Sector

Primary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$199,405

Deadline (midnight, Paris time): 15 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

The Communication and Information Sector's mission is to promote freedom of expression, media independence and pluralism, build knowledge societies through information and communication technologies (ICTs), and foster universal access and preservation of documentary heritage.

Under the authority of the Director-General, the Assistant Director-General for Communication and Information is responsible for providing leadership and for establishing a strategic vision for the Communication and Information Sector. The Assistant Director-General for Communication and Information is also responsible for the overall implementation of the Communication and Information Programme, as approved by UNESCO's governing bodies. The incumbent will cooperate closely with other ADG in order to focus on transversal issues.

The Communication and Information Programme will focus on:

- fostering freedom of expression online and offline, promoting the safety of journalists, advancing diversity and participation in media, and supporting independent media;
- building Knowledge Societies through ICTs by enabling universal access to, and preservation of, information and knowledge;
- mobilizing extrabudgetary resources and establishing partnerships with public and private entities to support the implementation of the Sector's overall programme.
- anticipating and developing new ideas and innovative activities in order to meet digital challenges.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: 37C/4 (UNESCO's Medium-Term Strategy, 2014–2021) and 39C/5 (Draft UNESCO's Programme and Budget for 2018–2019).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the fields of communication and/or information.

WORK EXPERIENCE

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Communication and Information Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.
- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Excellent communication skills with strong representational abilities.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French).

DESIRABLE QUALIFICATIONS

EDUCATION

- A PhD level degree in the fields of communication and/or information or one of its sub-disciplines would be an asset.

WORK EXPERIENCE

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the 2030 Agenda for Sustainable Development.

SKILLS/COMPETENCIES

- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

LANGUAGES

- Working knowledge of the second language (English or French).
- Knowledge of other official UN languages (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

**Representation of Member States in posts subject
to geographical distribution as at 1 November 2017**

Representation above range	Representation within range	Representation below range	Nil
Belgium	Afghanistan	Andorra	Angola
Benin	Albania	Antigua and Barbuda	Armenia
Bulgaria	Algeria	Australia	Bahrain
Cameroon	Argentina	Bahamas	Brunei Darussalam
Canada	Austria	Barbados	Cabo Verde
Denmark	Azerbaijan	Belarus	Central African Republic
Ethiopia	Bangladesh	Belize	Chad
France	Bolivia (Plurinational State of)	Bhutan	El Salvador
Gambia	Bosnia and Herzegovina	Botswana	Equatorial Guinea
Greece	Burkina Faso	Brazil	Guyana
Italy	Burundi	China	Iceland
Lebanon	Cambodia	Comoros	Kiribati
Mexico	Chile	Cook Islands	Kuwait
Morocco	Colombia	Dominica	Lesotho
Nepal	Congo	Dominican Republic	Malta
Romania	Costa Rica	Egypt	Marshall Islands
South Africa	Côte d'Ivoire	Eritrea	Mauritania
Spain	Croatia	Estonia	Micronesia (Federated States of)
Tunisia	Cuba	Fiji	Monaco
	Cyprus	Gabon	Nauru
	Czechia	Georgia	Niue
	Democratic People's Republic of Korea	Ghana	Palau
	Democratic Republic of the Congo	Grenada	Rwanda
	Djibouti	Guatemala	Saint Vincent and the Grenadines
	Ecuador	Guinea	Samoa
	Finland	Guinea-Bissau	Serbia
	Germany	Haiti	Solomon Islands
	Honduras	Indonesia	Somalia
	Hungary	Iran (Islamic Republic of)	South Sudan
	India	Iraq	Sri Lanka
	Ireland	Kazakhstan	Suriname
	Israel	Kyrgyzstan	Tajikistan
	Jamaica	Latvia	Timor-Leste
	Japan	Liberia	Tonga
	Jordan	Libya	Tuvalu
	Kenya	Luxembourg	United Arab Emirates
	Lao People's Democratic Republic	Malawi	Vanuatu
	Lithuania	Maldives	
	Madagascar	Mongolia	
	Malaysia	Montenegro	
	Mali	Myanmar	
	Mauritius	Panama	
	Mozambique	Papua New Guinea	
	Namibia	Paraguay	
	Netherlands	Peru	
	New Zealand	Poland	
	Nicaragua	Qatar	
	Niger	Russian Federation	
		San Marino	
		Sao Tome and Principe	

Representation above range	Representation within range	Representation below range	Nil
	Nigeria	Saudi Arabia	
	Norway	Sierra Leone	
	Oman	Singapore	
	Pakistan	Slovakia	
	Palestine	Slovenia	
	Philippines	Sudan	
	Portugal	Swaziland	
	Republic of Korea	Sweden	
	Republic of Moldova	Switzerland	
	Saint Kitts and Nevis	Thailand	
	Saint Lucia	Turkey	
	Senegal	Turkmenistan	
	Seychelles	United Republic of Tanzania	
	Syrian Arab Republic	United States of America	
	The former Yugoslav Republic of Macedonia	Uruguay	
	Togo	Venezuela (Bolivarian Republic of)	
	Trinidad and Tobago	Yemen	
	Uganda		
	Ukraine		
	United Kingdom of Great Britain and Northern Ireland		
	Uzbekistan		
	Viet Nam		
	Zambia		
	Zimbabwe		



United Nations
Educational, Scientific and
Cultural Organization

15 DEC. 2017

Ref.: CL/4227

Subject: **Assistant Director-General for Education (ADG)**
Education Sector
Paris, France
ED 001

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Education in Paris (France).

I enclose herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, *Careers*, as soon as possible and well before the closing date, and ensure that applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

It is important to note that all applications must be correctly submitted by **15 January 2018** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "ED 001", to the following address below:

Director
Bureau of Human Resources Management (HRM)
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

Each candidate's application should contain a detailed *curriculum vitae* and the names of persons from whom professional references may be obtained. The *curriculum vitae* may be submitted in English or French, preferably on the official UNESCO *curriculum vitae* form, and should include the following information: date and place of birth; present nationality; gender; university education; present and previous posts held; fields of specialization; publications; knowledge of languages, in particular the degree of ability to write, speak and understand the required languages, as indicated in the attached Vacancy Notice.

It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated deadline shall not be considered.

I cannot overemphasize the importance I attach to having an outstanding candidate to fill this post, and count on your cooperation to achieve this goal through the dissemination of the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Title:	ASSISTANT DIRECTOR-GENERAL FOR EDUCATION
Domain:	Education
Post Number:	ED 001
Grade:	ADG
Organizational Unit:	Education Sector
Primary Location:	Paris, France
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term
Annual salary:	US \$199,405
Deadline (audit closing time):	15 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

The Education Sector's mission is to promote inclusive and equitable quality education and lifelong learning opportunities for all and to ensure that these principles are inherent in all its programmes and operations.

Under the authority of the Director-General, the Assistant Director-General for Education is responsible for providing leadership and for establishing a strategic vision for the Education Sector.

The Assistant Director-General for Education is also responsible for the overall implementation of the Education Programme, as approved by UNESCO's governing bodies, including the education-related category 1 institutes. The incumbent will cooperate closely with other ADG in order to focus on transversal issues.

The Education Programme will focus on:

- supporting Member States to develop and promote inclusive and equitable quality education and lifelong learning opportunities for all;
- empowering learners to be creative and responsible global citizens;
- leading and coordinating the implementation of the Education 2030 Agenda (SDG 4) and reviewing/monitoring its progress;
- mobilizing extrabudgetary resources and establishing partnerships with public and private entities to support the implementation of the Sector's overall programme;
- anticipating and developing new ideas and innovative activities in order to meet educational challenges.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: [37 C/4](#) (UNESCO's Medium-Term Strategy, 2014–2021) and [39 C/5](#) (Draft UNESCO's Programme and Budget for 2018–2019).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the field of education.

WORK EXPERIENCE

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Education Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.
- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Excellent communication skills with strong representational abilities.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French).

DESIRABLE QUALIFICATIONS

EDUCATION

- A PhD level degree in the field of education or one of its sub-disciplines would be an asset.

WORK EXPERIENCE

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the 2030 Agenda for Sustainable Development.

SKILLS/COMPETENCIES

- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

LANGUAGES

- Working knowledge of the second language (English or French).
- Knowledge of other official UN languages (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

**Representation of Member States in posts subject
to geographical distribution as at 1 November 2017**

Representation above range	Representation within range	Representation below range	Nil
Belgium	Afghanistan	Andorra	Angola
Benin	Albania	Antigua and Barbuda	Armenia
Bulgaria	Algeria	Australia	Bahrain
Cameroon	Argentina	Bahamas	Brunei Darussalam
Canada	Austria	Barbados	Cabo Verde
Denmark	Azerbaijan	Belarus	Central African Republic
Ethiopia	Bangladesh	Belize	Chad
France	Bolivia (Plurinational State of)	Bhutan	El Salvador
Gambia	Bosnia and Herzegovina	Botswana	Equatorial Guinea
Greece	Burkina Faso	Brazil	Guyana
Italy	Burundi	China	Iceland
Lebanon	Cambodia	Comoros	Kiribati
Mexico	Chile	Cook Islands	Kuwait
Morocco	Colombia	Dominica	Lesotho
Nepal	Congo	Dominican Republic	Malta
Romania	Costa Rica	Egypt	Marshall Islands
South Africa	Côte d'Ivoire	Eritrea	Mauritania
Spain	Croatia	Estonia	Micronesia (Federated States of)
Tunisia	Cuba	Fiji	Monaco
	Cyprus	Gabon	Nauru
	Czechia	Georgia	Niue
	Democratic People's Republic of Korea	Ghana	Palau
	Democratic Republic of the Congo	Grenada	Rwanda
	Djibouti	Guatemala	Saint Vincent and the Grenadines
	Ecuador	Guinea	Samoa
	Finland	Guinea-Bissau	Serbia
	Germany	Haiti	Solomon Islands
	Honduras	Indonesia	Somalia
	Hungary	Iran (Islamic Republic of)	South Sudan
	India	Iraq	Sri Lanka
	Ireland	Kazakhstan	Suriname
	Israel	Kyrgyzstan	Tajikistan
	Jamaica	Latvia	Timor-Leste
	Japan	Liberia	Tonga
	Jordan	Libya	Tuvalu
	Kenya	Luxembourg	United Arab Emirates
	Lao People's Democratic Republic	Malawi	Vanuatu
	Lithuania	Maldives	
	Madagascar	Mongolia	
	Malaysia	Montenegro	
	Mali	Myanmar	
	Mauritius	Panama	
	Mozambique	Papua New Guinea	
	Namibia	Paraguay	
	Netherlands	Peru	
	New Zealand	Poland	
	Nicaragua	Qatar	
	Niger	Russian Federation	
		San Marino	
		Sao Tome and Principe	

**Representation
above range****Representation
within range****Representation
below range****Nil**

Nigeria	Saudi Arabia
Norway	Sierra Leone
Oman	Singapore
Pakistan	Slovakia
Palestine	Slovenia
Philippines	Sudan
Portugal	Swaziland
Republic of Korea	Sweden
Republic of Moldova	Switzerland
Saint Kitts and Nevis	Thailand
Saint Lucia	Turkey
Senegal	Turkmenistan
Seychelles	United Republic of Tanzania
Syrian Arab Republic	United States of America
The former Yugoslav Republic of Macedonia	Uruguay
Togo	Venezuela (Bolivarian Republic of)
Trinidad and Tobago	Yemen
Uganda	
Ukraine	
United Kingdom of Great Britain and Northern Ireland	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	