

Educational, Scientific and Cultural Organization The Minister of Foreign Affairs Ankara (Turkey)

1 5 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.

So. Atik

7, place de Fontenoy 75352 Paris 07 SP, France Tél.: +33 (0)1 45 65 10 00 Fax: +33 (0)1 45 68 55 55

To Ministers responsible for relations with UNESCO

www.unesco.org

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



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

Annuai salary: US \$217,408

Deadline (midwoh), Peas 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/4 (UNESCO's Medium-Term Strategy, 2014-2021) and 32 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 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.

## CL/4224 - page 4

- 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).

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

Nigeria Norway Oman Pakistan Palestine Philippines Portugal

Republic of Korea Republic of Moldova Saint Kitts and Nevis

Saint Lucia

Senegal Seychelles

Syrian Arab Republic The former Yugoslav Republic of Macedonia

Togo

Trinidad and Tobago

Uganda Ukraine

United Kingdom of Great Britain and Northern

Ireland Uzbekistan Viet Nam Zambia Zimbabwe Saudi Arabia Sierra Leone Singapore Slovakia Slovenia Sudan Swaziland Sweden Switzerland

Thailand Turkey Turkmenistan

United Republic of Tanzania

United States of America

Uruguay Venezuela (Bolivarian

Republic of)

Yemen



1 5 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, <u>Careers</u>, 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 <u>stipulated deadline</u> 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: CLT 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, Peris 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: <a href="http://www.nuesco.org">http://www.nuesco.org</a>, and/or the following documents: 37 C/4 (UNESCO's Medium-Term Strategy, 2014–2021) and 39 C/5 (Droft 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 Secretorial. 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.

# CL/4225~ page 4

- 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

Belgium         Afghanistan         Andorra         Angola         Armenia         Bahamas         Bahrain         Brunei Darusalam         Cabo Verde         Central African         France         Bolivia (Plurinational         Belize         Republic         Chad         Central African         France         Boswana         El Salvador         Chad         Cod Chad         Codo Islands         Kuwait         Kuwait         Kuwait         Lesdon         Kuwait         Lesdon         Kuwait         Lesdon         Kuwait         Lesotho         Republic Chad         Friji         Micronesia         Frederated States         Grenada         Musronesia         Frederated States         Grenada         Musronesia         Fred	Representation above range	Representation within range	Representation below range	Nil
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		Niger	Principe	

# Representation above range

# Representation within range

Nigeria Norway Oman Pakistan Palestine Philippines Portugal Republic of Korea

Republic of Kolea
Republic of Moldova
Saint Kitts and Nevis

Saint Lucia Senegal Seychelles

Syrian Arab Republic The former Yugoslav Republic of Macedonia

Togo

Trinidad and Tobago

Uganda Ukraine

United Kingdom of Great Britain and Northern

Ireland Uzbekistan Viet Nam Zambia Zimbabwe

# Representation below range

Nil

Saudi Arabia Sierra Leone Singapore Slovakia Slovenia Sudan Swaziland Sweden Switzerland Thailand Turkey Turkmenistan United Republic of Tanzania United States of America

Uruguay Venezuela (Bolivarian Republic of) Yemen



1 5 DEC. 2017

·Ref.:

CL/4226

Subject: Assistant Director-General for Communication and Information

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

To Ministers responsible for relations with UNESCO

www.unesco.org

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

Prismary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term Annual salary: US \$199,405

Deadline (midminist, 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, condidates may consult our website: http://www.unesca.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 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.

## CL/4226 - page 4

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

## Representation above range

# Representation within range

Nigeria
Norway
Oman
Pakistan
Palestine
Philippines
Portugal
Republic of Korea

Republic of Moldova
Saint Kitts and Nevis

Saint Lucia Senegal Seychelles

Syrian Arab Republic The former Yugoslav

Republic of Macedonia

Togo

Trinidad and Tobago

Uganda Ukraine

United Kingdom of Great Britain and Northern

Ireland Uzbekistan Viet Nam Zambia Zimbabwe

# Representation below range

Saudi Arabia Sierra Leone Singapore Slovakia Slovenia Sudan Swaziland Sweden Switzerland Thailand Turkey

United Republic of Tanzania United States of

Turkmenistan

America Uruguay

Venezuela (Bolivarian

Republic of)

Yemen

Nil



1 5 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 stailingteam@unesco.org.

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

> 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

To Ministers responsible for relations with UNESCO

www.unesco.org

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

Fost Number: ED 001

Grade: ADG

Organizational Unit: Education Sector

Pristary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

tennal salary: US \$199,405

Deadline (mide a mais 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: <a href="http://www.unesco.org">http://www.unesco.org</a>, and/or the following documents: <a href="http://www.unesco.org"

# 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.

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

Principe

Niger

# Representation above range

# Representation within range

Nigeria Norway Oman Pakistan Palestine Philippines Portugal Republic of

Republic of Korea Republic of Moldova Saint Kitts and Nevis

Saint Lucia Senegal Seychelles

Syrian Arab Republic The former Yugoslav

Republic of Macedonia

Togo

Trinidad and Tobago

Uganda Ukraine

United Kingdom of Great Britain and Northern

Ireland Uzbekistan Viet Nam Zambia Zimbabwe

# Representation below range

Nil

Saudi Arabia Sierra Leone Singapore Slovakia Slovenia Sudan Swaziland Sweden Switzerland Thailand Turkey Turkmenistan

United Republic of Tanzania United States of

America Uruguay

Venezuela (Bolivarian

Republic of)

Yemen