

**Indian National Commission for Cooperation with UNESCO
Government of India
Ministry of Human Resources Development
Department of Higher Education**

.....

UNESCO Headquarters, Paris has advertised for the **UNESCO Post of Director (D-1) level in UNESCO Office for Iraq and UNESCO Representative to Iraq**. Relevant details are on the next page.

Applications may be submitted online directly to UNESCO by **11th August, 2015** under intimation to **inc.edu@nic.in**

.....

FTS 88800/2012
Dy No 195/2015/IN
29/06



The Minister of Human Resource Development,
Communications & Information Technology
New Delhi
(India)

11 JUN 20115

Ref.: CL/4113

Subject: **Director (D-1)**
UNESCO Office for Iraq and
UNESCO Representative to Iraq
5IQBSP0001RP

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Office for Iraq and UNESCO Representative to Iraq.

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 **11 August 2015** 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: "5IQBSP0001RP", to the following address below:

Director a.i.
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 cannot 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.

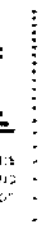
Accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in black ink, reading "Irina Bokova". The signature is written in a cursive, flowing style.

Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: DIRECTOR OF OFFICE & UNESCO REPRESENTATIVE TO IRAQ
Domain: Field Operations Coordination – Management
Post Number: 5IQBSP0001RP
Grade: D-1
Organizational Unit: UNESCO Office for Iraq
Primary Location: Baghdad, Iraq
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$139,790
Deadline (midnight, Paris time): 11 August 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General of the Bureau of Strategic Planning (ADG/BSP) as regards house-wide coordination (including management, administration and reporting), and the Assistant Director-General for External Relations and Public Information (ADG/ERI) as regards representational functions, as well as in close consultation with the Assistant Directors-General (ADGs) of programme sectors, the Director of the UNESCO Office for Iraq will manage the multidisciplinary programmes of this National Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of Iraq in all UNESCO's fields of competence (*education, the sciences, culture and communication*). This also will include the effective and efficient management of the Office's human and financial resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls. Moreover, the incumbent will participate, or ensure the participation of the Office, in all meetings and activities of the United Nations Country Team (UNCT) in the host country.

REQUIRED QUALIFICATIONS

EDUCATION

- University degree in a domain of relevance to UNESCO.

WORK EXPERIENCE

- At least ten (10) years of progressive professional experience at the appropriate management level within the United Nations system or within other international or national institutions, including a wide experience in development issues related to UNESCO's areas of competence.
- Experience in advocacy, resources and partnership mobilization.
- Experience in the field of international relations and diplomacy, multilateral cooperation, development.

SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven skills in administration and the management of financial and human resources.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources, as well as exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, in devising implementation plans and in implementing them effectively.
- Demonstrated partnership development and fundraising experience and ability to interact with a wide range of high-level partners.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a diversified body of staff in a multicultural environment with sensitivity and respect for diversity, and exercise supervision and control, as well as ensure continuous training and development of staff.

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 communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the media.
- Basic computer skills.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages (English or French) of the Organization. A good knowledge of the second one is strongly desirable. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

DESIRABLE QUALIFICATIONS

EDUCATION

- Courses/degree in a management-related field.

WORK EXPERIENCE

- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.
- Two (2) to five (5) years' experience in post-conflict/post-disaster situation.

SKILLS/COMPETENCIES

- Broad general culture, good geopolitical knowledge of the region, sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Excellent interpersonal and representational skills, as well as ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Good knowledge of the United Nations system.

LANGUAGES

- Good knowledge of conversational Arabic would be an asset.
- Knowledge of other United Nations languages (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 April 2015**

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

Representation above range	Representation within range	Representation below range	Nil
	Philippines	Saudi Arabia	
	Poland	Serbia	
	Republic of Korea	Sierra Leone	
	Republic of Moldova	Somalia	
	Russian Federation	Sri Lanka	
	Saint Kitts and Nevis	Sudan	
	Saint Lucia	Swaziland	
	Seychelles	Sweden	
	Slovakia	Switzerland	
	South Africa	Thailand	
	Syrian Arab Republic	Turkey	
	The former Yugoslav Republic of Macedonia	Turkmenistan	
	Togo	United States of America	
	Trinidad and Tobago	Venezuela (Bolivarian Republic of)	
	Uganda	Viet Nam	
	Ukraine	Zambia	
	United Kingdom of Great Britain and Northern Ireland		
	Uruguay		
	Uzbekistan		
	Yemen		
	Zimbabwe		