

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

UNESCO Headquarters, Paris has advertised for the post of **Deputy Director D-1 level in Division for Heritage, Paris, France**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **27th February, 2016** under intimation to inc.edu@nic.in.

Ref.: CL/4145

Subject: **Deputy Director (D-1)**
Division for Heritage
Paris, France
CLT 005

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Deputy Director of the Division for Heritage, 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 **27 February 2016** 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 005", 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.

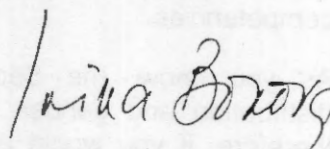
16/2/16
Ms. Prachi
- Pl. Just 24

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.



Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



United Nations
Educational, Scientific and
Cultural Organization

Title: DEPUTY DIRECTOR, DIVISION FOR HERITAGE
Domain: Culture
Post Number: CLT 005
Grade: D-1
Organizational Unit: Culture
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$136,894
Deadline (midnight, Paris time): 27 February 2016

OVERVIEW OF THE FUNCTIONS OF THE POST

The Division for Heritage comprises the World Heritage Centre, the Section for Cultural Heritage Protection Treaties, the Section for Movable Heritage and Museums and the Emergency Preparedness and Response Unit and as such houses the Secretariats of the 1972 World Heritage Convention, the 1954 Convention for the Protection of Cultural Property in the case of Armed Conflict and its two (1954 and 1999) Protocols, the 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Cultural Property, the 2001 Convention on the Protection of the Underwater Cultural Heritage, and is also responsible for activities in relation to museums, in particular the implementation of the 2015 Recommendation on Museums and Collections.

Under the authority of the Assistant Director-General for Culture and the direct supervision of the Director of the Heritage Division the incumbent will:

- Lead and coordinate Sector-wide efforts to strengthen the leadership of UNESCO and its federating role within the United Nations system and among international actors in the protection of culture in emergency situations;
- Oversee and supervise the programme and staff of the Emergency Preparedness and Response Unit as well as the Sections for Cultural Heritage Protection Treaties and Movable Heritage and Museums to build synergies between these units and the regional units of the World Heritage Centre as well as with the Sector's Division for Creativity;
- Advise and deliver world class expertise to Member States and other key stakeholders in the field of tangible cultural heritage, especially in terms of its contribution to the United Nations Agenda 2030 for Sustainable Development;
- Advise and second the Director of the Division for Heritage and World Heritage Centre in interactions with other UNESCO Sectors, Corporate Services and Field Offices, as well as other international Conventions, organizations and UN bodies to position UNESCO as the global anchor for protecting tangible heritage in all its forms;
- Identify and create opportunities for resource mobilization and building alliances and partnerships to ensure maximum impact for the Division, in particular as regards capacity building efforts, emergency preparedness and response; communication and outreach to Member States and civil society.

For further information on the above mentioned specific programmes, candidates may consult our website: <http://ism.unesco.org/>, and/or the following documents: [37 C/4](#) (UNESCO's Medium-Term Strategy, 2014-2021) and [38 C/5](#) (UNESCO's Draft Budget for 2016-2017).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent degree) in Social Sciences or any other field related to Culture, in particular in areas linked to this post. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- A minimum of 15 years progressively responsible relevant professional experience at the appropriate management level, preferably within international institutions/organizations.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged

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.

SKILLS/COMPETENCIES

- Knowledge of and commitment to the Organization's mandate, vision, strategic direction and priorities.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large team in a multicultural environment, with sensitivity and respect for diversity.
- Sound intellectual and analytical capacities, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Demonstrated ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks, as well as to mobilize resources.
- Proven skills and experience in administration and the management of human and financial resources.
- Experience in designing and implementing policies and programmes.
- Excellent judgement and decision-making abilities, including strong negotiation skills.
- World class expertise in UNESCO's standard-setting instruments and programmes in the field of culture, in particular the 1954, 1970, 1972 and 2001 Conventions.
- Ability to build, maintain and enhance working relations with national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations.
- Ability to direct change processes at the management level, and familiarity with the administration of an institution accountable to governing bodies.
- Demonstrated strategic planning and management abilities, including capacity to administer and manage extensive programmes and financial resources.
- Highly developed organizational skills, including in establishing plans and priorities, as well as in implementing them effectively.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents as well as the news media.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- A PhD or equivalent degree in areas linked directly with the Culture Sector;
- Other degrees or short to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE

- Senior level assignments at the international level and/or in intergovernmental organizations.
- Knowledge of the United Nations Common System.
- Professional experience gained in multicultural environments.
- Proven experience in emergency response situations (e.g. destruction of cultural heritage and illicit trafficking).

SKILLS/COMPETENCIES

- Skills and experience in dealing with complex and challenging multi-stakeholder and organization initiatives that require tact, diplomacy and an awareness of political sensitivities.
- Broad general culture, good geopolitical knowledge.
- Strong global professional network in the field of culture.

LANGUAGES

- Knowledge of other official United Nations 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 December 2015**

| Representation above range | Representation within range | Representation below range | Nil |
|---------------------------------------|------------------------------------------|---------------------------------------|----------------------------------------|
| Algeria | Afghanistan | Andorra | Angola |
| Belgium | Albania | Antigua and Barbuda | Armenia |
| Bulgaria | Argentina | Azerbaijan | Bahrain |
| Cameroon | Australia | Bahamas | Brunei Darussalam |
| Canada | Austria | Barbados | 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 |
| Morocco | Congo | Botswana | Guyana |
| Nepal | Costa Rica | Brazil | Haiti |
| Romania | Côte d'Ivoire | Burundi | Iceland |
| Senegal | Croatia | Chad | Kazakhstan |
| Tunisia | Cuba | Chile | Kiribati |
| | Cyprus | China | Kuwait |
| | Czech Republic | Comoros | Lesotho |
| | Democratic People's Republic of Korea | Cook Islands | Liberia |
| | Democratic Republic of the Congo | Dominican Republic | Luxembourg |
| | Djibouti | Egypt | Malta |
| | Ecuador | Eritrea | Marshall Islands |
| | Finland | Estonia | Micronesia (Federated States of) |
| | Gambia | Fiji | Monaco |
| | Germany | Gabon | Montenegro |
| | Ghana | Georgia | Nauru |
| | Greece | Grenada | Niue |
| | Honduras | Guinea | Palau |
| | India | Guinea-Bissau | Paraguay |
| | Ireland | Hungary | 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 | Malawi | Tajikistan |
| | Madagascar | Maldives | Timor-Leste |
| | Malaysia | Myanmar | Tonga |
| | Mali | Namibia | Tuvalu |
| | Mauritania | New Zealand | United Arab Emirates |
| | Mauritius | Nigeria | Vanuatu |
| | Mexico | Oman | |
| | Mongolia | Palestine | |
| | Mozambique | Panama | |
| | Netherlands | Papua New Guinea | |
| | Nicaragua | Poland | |
| | Niger | Portugal | |
| | Norway | Qatar | |
| | Pakistan | Saint Martin | |