

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

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UNESCO Headquarters, Paris has advertised for the post of **Director (D-1) of the UNESCO Office in Rabat and UNESCO Representative to Morocco, Algeria, Mauritania and Tunisia**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by 22nd March, 2016 under intimation to inc.edu@nic.in

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United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4148

Subject: **Director (D-1)
UNESCO Office in Rabat and UNESCO Representative
to Morocco, Algeria, Mauritania and Tunisia
5MABSP0001RP**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Office in Rabat and UNESCO Representative to Morocco, Algeria, Mauritania and Tunisia.

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 **22 March 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: "5MABSP0001RP", to the following address below:

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

Ms. B. 119
- P. 11. Bur up
08/03/16

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.

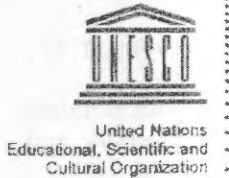
Accept, Sir/Madam, the assurances of my highest consideration.



Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: DIRECTOR OF OFFICE AND UNESCO
 REPRESENTATIVE TO MOROCCO, ALGERIA,
 MAURITANIA AND TUNISIA
Domain: Field Operations Coordination – Management
Post Number: 5MABSP0001RP
Grade: D-1
Organizational Unit: UNESCO Office in Rabat
Primary Location: Rabat, Morocco
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$122,413
Deadline (midnight, Paris time): 22 March 2016

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Director of the Division of Field Support and Coordination (FSC) 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 in Rabat will manage the multidisciplinary programme of this Cluster Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of the Member States of the Cluster (Morocco, Algeria, Mauritania and Tunisia) in all UNESCO's fields of competence (education, the sciences, culture and communication and information). This also will include the effective and efficient management of the Office's human 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 Teams (UNCT) in the Member States of the Cluster.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent degree) in a discipline related to UNESCO's mandate, public or business administration or international relations. 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

- 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, in association with national and international organizations.
- Experience in advocacy, resources and partnership mobilization.

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, as well as in implementing them effectively, and in devising implementation plans.

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 interact with a wide range of high-level partners, and demonstrated partnership development and fundraising experience.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and 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.
- 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 French and a good knowledge of English is strongly desirable. Training will be mandatory in order to acquire the required level of the second working language in a reasonable timeframe.

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.

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

- 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 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 January 2016**

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

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