

**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 post of **Director (D-2) of the Bureau of Strategic Planning, in Paris, France**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **12th February, 2016** under intimation to **inc.edu@nic.in**

.....



United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4143

Subject: **Director (D-2)**
Bureau of Strategic Planning
BSP 001

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Bureau of Strategic Planning, 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 **12 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: "BSP 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.

Handwritten notes:
A
25/02/16
Mr. Bing
- P. P. P. P.

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



United Nations
Educational, Scientific and
Cultural Organization

Title: DIRECTOR, BUREAU OF STRATEGIC PLANNING
Domain: Strategic Planning
Post Number: BSP 001
Grade: D-2
Organizational Unit: Bureau of Strategic Planning
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US\$ 147,783
Deadline (midnight, Paris time): 12 February 2016

OVERVIEW OF THE FUNCTIONS OF THE POST

The mission of the Bureau of Strategic Planning (BSP) is to coordinate the Secretariat's strategic, programmatic and budgeting issues, to cooperate with extrabudgetary funding sources and to develop, promote and coordinate public-private partnerships. The Director of the Bureau of Strategic Planning is responsible for the leadership and management of the Bureau and for formulating vision and coordination of programme and budgetary planning and monitoring, in liaison with Assistant Director-Generals, for both Headquarters Sectors and Field Offices, in line with the Organization's Medium-Term Strategy for 2014-2021, the prevailing Programme and Budget and the emerging post-2015 development agenda.

Under the general authority of UNESCO's Director-General, the incumbent is responsible for the overall management of the Bureau of Strategic Planning, including all its resources, and shall:

- Provide leadership and oversight in the preparation of the biennial Budget and quadrennial Programme of the Organization, ensure compliance with the guidance provided by the Governing Bodies, and coordinate the development of strategic approaches for a variety of programme issues;
- Direct the monitoring and assessment of the results-based management (RBM) and results-based budgeting (RBB) of the Approved Programme and Budget of the Organization;
- Oversee the preparation of reports for submission to the Governing Bodies on the implementation of the Approved Programme and Budget and extrabudgetary projects;
- Ensure the mobilization of resources from traditional and new donors, with emphasis on thematic programmatic support in line with approved programme priorities and expansion and diversification of the donor base;
- Provide strategic advice and backstopping to Field Offices, including for UNDAFs and joint UN system activities at national and regional levels.
- Provide overall guidance on coordination of UNESCO's participation in, and contribution to, the UN system inter-agency activities at global, regional and national levels, including, in particular, contributions to the Chief Executives' Board (CEB) and its subsidiary bodies HLCP, HLCM and UNDG and their related ad hoc groups;
- Oversee the implementation of the integrated comprehensive strategy for Category 2 institutes and centres.

The incumbent will interact and cooperate closely with government representatives, Permanent Delegations to and National Commissions for UNESCO, UNESCO intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), and other multilateral and bilateral organizations, non-governmental organizations, etc., with a view to furthering UNESCO's mandate and objectives as well as the priorities adopted by the governing bodies. The incumbent will also represent the Director-General in commissions of the governing bodies of UNESCO as well as at intergovernmental, international and regional conferences.

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 [38 C/5](#) (UNESCO's Draft Budget for 2016–2017).

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.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent degree) in Public or Business Administration, International Affairs or related field. 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 15 years of progressively responsible professional experience in programme management, coordination, evaluation, budget and/or planning including substantial assignments of a regional and/or international nature.
- Several years of exposure to the requirements of international cooperation.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- Strong managerial and leadership skills, high sense of objectivity, strong analytical capabilities, professional integrity, and diplomacy.
- Ability to exercise intellectual authority and leadership, as well as strong strategic and analytical drafting skills.
- Demonstrated experience in developing and managing the preparation of the programme and budget of an international/regional organization, including results-based budgeting approaches.
- Demonstrated experience in reform initiatives and change management leadership.
- Sound knowledge of general management practices, including governance and accountability, use of information and communications technology, and techniques of quality assurance and risk management.
- Good knowledge of UNESCO's programmes, demonstrated experience with the United Nations system, and familiarity with recent debates on the post-2015 development agenda as well as United Nations reform developments.
- Experience in complex negotiations and in representing organizations at international level and in interaction with governing bodies.
- Experience in guiding and motivating teams in a multicultural environment and in observance of diversity, as well as in performing supervisory and monitoring duties and ensuring training and staff development.
- Excellent interpersonal skills including the ability to manage relationships at all levels of the Organization.
- Demonstrated ability in the field of resource building and mobilization.
- 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). A good knowledge of the second language. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other degrees or short- to medium-term training in disciplines relevant to the post would be an advantage.

WORK EXPERIENCE

- Senior level assignments at the international level and/or within the United Nations system.
- Demonstrated experience of management at the international level.
- Professional experience gained in multicultural working environments would be an asset.

SKILLS/COMPETENCIES

- Proven ability to function effectively at senior governmental levels, and to build collaborative partnerships and networks.
- Skills in administration and the management of financial and human resources.

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, 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 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	San Marino	

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