

**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) level of the UNESCO Multisectoral Regional Office in Dakar and UNESCO Representative to Senegal, Burkina Faso, Cabo Verde, Gambia, Guinea Bissau and Niger**. Relevant details are on the next page.

Applications must be submitted directly to UNESCO by **8<sup>th</sup> December, 2016** under intimation to **inc.edu@nic.in**

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United Nations  
Educational, Scientific and  
Cultural Organization

- 8 NOV. 2016

Ref.: CL/4177

Subject: **Director (D-1)**  
**UNESCO Multisectoral Regional Office in Dakar and**  
**UNESCO Representative to Senegal, Burkina Faso, Cabo Verde,**  
**Gambia, Guinea Bissau and Niger**  
**6SNFSC0001RP**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Multisectoral Regional Office in Dakar (Senegal) and UNESCO Representative to Senegal, Burkina Faso, Cabo Verde, Gambia, Guinea Bissau and Niger.

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 **8 December 2016** at the latest. Should you have any queries, please send an email to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "**6SNFSC0001RP**", to the following address below:

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

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

[www.unesco.org](http://www.unesco.org)

To Ministers responsible for relations with UNESCO

Para garantizar la igualdad de trato entre todos los candidatos, solo podrán examinarse las candidaturas recibidas en esta dirección dentro del plazo establecido.

En cada expediente de candidatura deberán constar un *curriculum vitae* detallado y los nombres de personas que puedan dar referencias profesionales acerca del candidato o candidata. El *curriculum vitae* podrá presentarse en francés o inglés, preferiblemente en el formulario oficial de la UNESCO, y deberá incluir los siguientes datos: fecha y lugar de nacimiento; nacionalidad actual; sexo; estudios universitarios; cargo actual y cargos desempeñados anteriormente; campos de especialización; publicaciones; conocimiento de idiomas y, en particular, nivel de aptitud para escribir, hablar y comprender los idiomas especificados en el anuncio de vacante adjunto.

Es importante que todas las candidaturas se presenten dentro del plazo establecido, por lo que deberán tomarse todos los recaudos necesarios para que obren en poder de la Oficina de Gestión de Recursos Humanos antes de la fecha límite. Las candidaturas que lleguen con posterioridad a esa fecha no se examinarán.

No puedo sino subrayar la importancia que atribuyo al hecho de contar con un candidato o una candidata sobresaliente para cubrir este puesto, y cuento con la colaboración de V. E. para ayudarme a lograr este objetivo difundiendo el anuncio de vacante entre los nacionales de su país por los cauces que considere más adecuados.

Aprovecho la oportunidad para reiterar a Vuestra Excelencia el testimonio de mi más distinguida consideración.



Irina Bokova  
Directora General

Adj.: 2 documentos

Cc.: Comisiones nacionales para la UNESCO  
Delegaciones permanentes ante la UNESCO

**Title:** DIRECTOR OF MULTISECTORAL REGIONAL OFFICE  
IN DAKAR AND UNESCO REPRESENTATIVE TO  
SENEGAL, BURKINA FASO, CABO VERDE, GAMBIA,  
GUINEA BISSAU AND NIGER

**Domain:** Field Operations Coordination – Management

**Post Number:** 6SNFSC0001RP

**Grade:** D-1

**Organizational Unit:** UNESCO Office in Dakar

**Primary Location:** Dakar, Senegal

**Recruitment open to:** Internal and external candidates

**Type of contract:** Fixed-Term

**Annual salary:** US \$134,665

**Deadline (midnight, Paris time):** **8 December 2016**

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General, the direct supervision of the Director of the Division of Field Support and Coordination (DIR/FSC) as regards house-wide coordination (including management, administration and reporting), and the Assistant Director-General for Africa (ADG/AFR) as regards the implementation of Priority Africa and representational functions, and in close consultation with the Assistant Directors-General of the five programme sectors, and in close cooperation with the Directors of the other UNESCO Multisectoral Regional Offices in Africa for project planning, implementation, evaluation and reporting, the incumbent will act as the Director of UNESCO Multisectoral Regional Office for West Africa (Sahel) in Dakar and UNESCO Representative in Burkina Faso, Cabo Verde, Gambia, Guinea Bissau, Niger and Senegal.

The incumbent will work within the framework of UNESCO's Medium-Term Strategies (C/4s), approved Programmes and Budgets (C/5s), the Operational Strategy for the Implementation of Priority Africa and the Priority Gender Equality Action Plan as well as within the framework of international agreed development agendas as Agenda 2030 and Agenda 2063, in particular as regards to their regional and sub-regional dimensions.

The incumbent will supervise the Head of UNESCO National Office in Mali.

The core result, for which the incumbent will be responsible, is the positioning of UNESCO as a trusted development partner in the countries covered by the Office (Burkina Faso, Cabo Verde, Gambia, Guinea Bissau, Mali, Niger and Senegal) promoting integrated sub-regional approaches. Other results are the establishment and implementation of the multidisciplinary programme of the Office in close cooperation with the wider UN system; the effective and efficient management of the Office's operations, resources, premises and assets; and the establishment and implementation of robust external relations and partnerships, including with the Association for Development of Education in Africa (ADEA) and the West African Economic and Monetary Union (UEMOA).

Moreover, the incumbent will participate, or ensure participation of the Office, in the activities of the United Nations at the national level in Senegal and in countries covered by the Office as well as at the regional level.

### 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.

*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.**

- 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 to exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- 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, as well as exercise supervision and control and ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing.

**LANGUAGES**

- Excellent knowledge and drafting skills in English and French. Training will be mandatory in order to acquire the required level of the second working language in a reasonable timeframe.

## DESIRABLE QUALIFICATIONS

**EDUCATION**

- Courses/degrees/training in a management-related field.

**WORK EXPERIENCE**

- Experience in the field of international relations and diplomacy, multilateral cooperation, development.
- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.
- At least five (5) years of working experience in non-Headquarters duty station(s).

**SKILLS/COMPETENCIES**

- Broad general culture, good geopolitical knowledge of the region and 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 skills and 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 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 August 2016**

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

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