

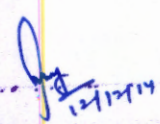
**Indian National Commission for Cooperation with UNESCO**  
**Government of India**  
**Ministry of Human Resources Development**  
**Department of Higher Education**

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UNESCO Headquarters, Paris has advertised for the post of **UNESCO Post of Deputy Director (D-1) level in International Institute for Educational Planning (IIEP), Paris, France.** Relevant details are on the next page.

Applications must be submitted directly to UNESCO by **24<sup>th</sup> December, 2014** through online under intimation to **inc.edu@nic.in**

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यूनेस्को के साथ सहयोग के लिये  
भारतीय राष्ट्रीय आयोग  
**INDIAN NATIONAL COMMISSION**  
For Cooperation With UNESCO (INCCU)



United Nations  
Educational, Scientific and  
Cultural Organization

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

24 OCT. 2014

Ref.: CL/4079

Subject: **Deputy Director (D-1)**  
**International Institute for Educational Planning (IIEP)**  
**Paris, France**  
**IEP-878**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Deputy Director of the International Institute for Educational Planning (IIEP) 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 **24 December 2014** 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: "IEP 878", 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.

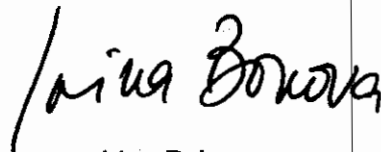
Handwritten notes:  
# 112/14  
Ms. Bill  
- P. 10/14

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, INTERNATIONAL INSTITUTE  
FOR EDUCATION PLANNING (IIEP)  
**Domain:** Education – Educational Planning and Management  
**Post Number:** IEP 878  
**Grade:** D-1  
**Organizational Unit:** Education Sector  
**Primary Location:** Paris, France  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Fixed-Term  
**Annual salary:** US \$158,081  
**Deadline (midnight, Paris time):** 24 December 2014

#### OVERVIEW OF THE FUNCTIONS OF THE POST

*The International Institute for Educational Planning (IIEP) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. IIEP promotes an integrated approach to capacity development, including training, research, and technical assistance in the areas of policy formulation, educational planning and management in relation to economic and social development. IIEP also promotes new concepts and methods of educational policy analysis, planning and management; and disseminates, by various means, existing knowledge and experience gained in this domain.*

Under the authority and the direct supervision of the Director of IIEP, the incumbent will contribute to achieving these goals and objectives. Specifically, the incumbent will have responsibilities in the areas of strategy development and programme design, coordination and management systems, resource mobilization and representation.

The incumbent will:

- oversee IIEP's programme design, ensuring its alignment with the institute's strategies, and its implementation and monitoring, and assure optimal use of available resources in line with results-based budgeting principles;
- ascertain synergies between programmes and modalities of interventions (training, research, technical assistance);
- negotiate cooperative research and training arrangements between IIEP and its partner institutions in different regions, and regularly report thereon to IIEP's Director;
- assess requests for technical assistance from Member States and advise the Director on relevant activities to undertake in the field and on their coherence with overall institutional objectives;
- lead training, research, and technical assistance activities within her/his areas of specialization;
- raise financial resources for IIEP, and ensures smooth cooperation with IIEP's financial partners;
- propose to the Director means to extend IIEP's partnerships, and upon approval, negotiate agreements and contracts. She/he will advise the Director on advocacy messages to IIEP's partners and constituency;
- advise the Director on matters of staff development and Management Team, supervise the implementation of initiatives in this domain, and play a leading role in personnel management on behalf of the Director, when needed;
- represent the Director of the Institute in meetings at policy and technical levels to which IIEP is invited, at high level meetings of the UNESCO Secretariat and in meetings with IIEP partners.

#### EDUCATION

- Advanced university degree, preferably at Doctorate level, in a domain related to educational policy and planning, development economics and/or social sciences.

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

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		

**Representation of Member States in posts subject  
to geographical distribution as at 1 September 2014**

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