

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 the **post of Legal Adviser and Director of the Office of International Standards and Legal Affairs at UNESCO's Headquarters (Paris, France).**

The description of duties and responsibilities, Educational Qualification and experience required for the posts and other relevant details are on following pages.

Applications must be submitted online directly to UNESCO by **15th June, 2018** under intimation to **inc.edu@nic.in**

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Atgopal



United Nations
Educational, Scientific and
Cultural Organization

15/05/2018

Ref.: CL/4239

Subject: **Legal Adviser/Director (D-2)**
Office of International Standards and Legal Affairs
Paris, France
LA 001

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Legal Adviser and Director of the Office of International Standards and Legal Affairs at UNESCO's Headquarters (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 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 **15 June 2018** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without Internet access shall submit their application, quoting the post number: "**LA 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.

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

To Ministers responsible for relations with UNESCO

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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.

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.

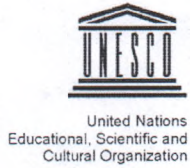
Accept, Sir/Madam, the assurances of my highest consideration.

Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Azoulay



Title: LEGAL ADVISER AND DIRECTOR, OFFICE OF INTERNATIONAL STANDARDS AND LEGAL AFFAIRS
Domain: Law
Post Number: LA 001
Grade: D-2
Organizational Unit: Office of the International Standards and Legal Affairs
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$169,749
Deadline (midnight, Paris time): 15 June 2018

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Office of International Standards and Legal Affairs reports directly to the Director-General. The Office's mission is to protect the Organization's interests by concentrating its efforts along two main lines: ensuring compliance with the Organization's rules, regulations and procedures; and, pursuing improvements in the legal safety of activities carried out by the Organization.

The work of the Legal Adviser/Director of the Office of International Standards and Legal Affairs (LA) is of an advisory and managerial nature. It requires in-depth analysis of legal issues and provision of authoritative, reliable and judicious legal advice on complex and highly varied questions of international and national law. It includes managerial responsibility for a vital area of the Organization's programmes, the direction and provision of leadership to staff in various organizational units dealing with the analysis of administrative, substantive, procedural and other intricate problems that are of critical concern to the Organization, and contribution to the overall policy and objectives of the Organization.

Under the authority of the Director-General, the incumbent will be responsible for the direction and management of the overall Office. In particular, the incumbent will provide organizational leadership and strategic guidance to the Office in the preparation, coordination and supervision of the activities and management related to the financial and human resources of the Office.

Specifically, the incumbent will:

- Be responsible for providing legal advice on all legal issues arising from the Organization's activities;
- Advise the Secretariat on legal issues pertaining to the regulatory, statutory and standard-setting activities of the Organization;
- Be required to provide legal advice, at their request, to the General Conference and the Executive Board of UNESCO;
- Advise on the elaboration, adoption and revision of international standard-setting instruments, and on the implementation of the procedures for the application of these instruments;
- Advise on the application, interpretation and amendment of the Constitution and other statutory and legislative texts of the Organization;
- Direct the preparation and review of briefs for representing the Organization in proceedings before courts of law, administrative tribunals and any other judicial or quasi-judicial bodies;
- Represent the Director-General on the committees of the governing bodies of UNESCO relating to legal matters;
- Be responsible for the management of LA and ensure the direction of the activities of the Office and its cooperation with the other units of the Organization.

For further information on the specific above-mentioned programmes, candidates may consult our website: <https://en.unesco.org/>, and/or the following documents: [37 C/4](#) (UNESCO's Medium-Term Strategy, 2014–2021) and [39 C/5](#) (Approved UNESCO's Programme and Budget for 2018–2019).

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.

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COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

- Accountability
- Communication
- Teamwork
- Innovation
- Results focus
- Planning and organizing
- Knowledge sharing and continuous improvement.

Managerial Competencies

- Driving and managing change
- Strategic thinking
- Making quality decisions
- Building partnerships
- Leading and empowering others
- Managing performance.

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree in the field of law, with a specialization in public international law.

WORK EXPERIENCE

- Extensive professional experience in the legal field at the national level and/or experience in another organization within the United Nations system, in posts of high responsibility.
- Extensive and relevant professional experience in senior leadership/executive positions.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- In-depth knowledge of legal practice and procedures in international organizations.
- Leadership capacity, high sense of objectivity, strong analytical capabilities, professional integrity and diplomacy.
- Sound knowledge of general management practices and techniques.
- Ability to exercise intellectual authority, as well as provide and manage advisory services.
- Demonstrated strategic planning and management abilities.
- Demonstrated ability to direct change processes at the management level within large institutions of national or international scope.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization.
- 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) and ability to work in the second language.

DESIRABLE QUALIFICATIONS

EDUCATION

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

WORK EXPERIENCE

- A proven record of operating at the senior management level.
- Demonstrated experience of management at the international level.
- Experience in conducting complex negotiations diplomatically and tactfully.
- Professional experience gained in multicultural working environments would be an asset.
- Experience in guiding staff and motivating teams in a multicultural environment tactfully and in observance of diversity, as well as in performing supervisory and monitoring duties and ensuring training and staff development.
- Experience within the United Nations system and/or in a specialized institution or other international organ would be an asset.

SKILLS/COMPETENCIES

- Ability to interact with a wide range of high-level partners and demonstrated partnership development.
- Understanding of UNESCO's strategic direction and familiarity with the substance of UNESCO's scope would be an asset.
- Skills in administration and the management of financial and human resources.

LANGUAGES

- Knowledge of other official United Nations languages (Arabic, Chinese, Russian or Spanish).

ASSESSMENT

An assessment exercise may be used in the evaluation of candidates.

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 applies a zero tolerance policy against any form of harassment.

Please note that UNESCO is a non-smoking Organization.

AKG/BAD

**Representation of Member States in posts subject
to geographical distribution as at 1 March 2018**

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

Agos 2018

**Representation
above range**

**Representation
within range**

**Representation
below range**

Nil

Niger
Nigeria
Norway
Oman
Pakistan
Palestine
Philippines
Portugal
Republic of Korea
Republic of Moldova
Saint Kitts and Nevis
Saint Lucia
Seychelles
Syrian Arab Republic
The former Yugoslav
Republic of Macedonia
Togo
Trinidad and Tobago
Uganda
Ukraine
Uzbekistan
Viet Nam
Zambia
Zimbabwe

Slovakia
Slovenia
Sudan
Swaziland
Sweden
Switzerland
Thailand
Turkey
Turkmenistan
United Republic of
Tanzania
United States of
America
Uruguay
Venezuela (Bolivarian
Republic of)
Yemen

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