


**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 UNESCO Post of Director (D-2) level, Division for Heritage and World Heritage Centre in Paris, France. Relevant details are on the next page.

Applications may be submitted online directly to UNESCO by 2<sup>nd</sup> May, 2015 under intimation to [inc.edu@nic.in](mailto: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)**

f-38811

DY No 118/2015/INC

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

24/03

02 MARS 2015



United Nations  
Educational, Scientific and  
Cultural Organization

Ref.: CL/4097

Subject: **Director (D-2)**  
**Division for Heritage and World Heritage Centre**  
**Paris, France**  
**CLT 002**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Division for Heritage and World Heritage Centre, 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 **2 May 2015** 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: "CLT 002", to the following address below:

Director a.i.  
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.

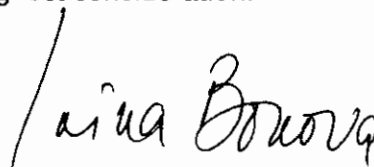
*[Handwritten signature]*  
24/3/15  
Mr. S. S. S. S.  
- Pr. Her. up

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.

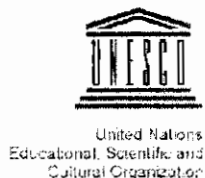
Accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in cursive script, reading "Irina Bokova". The signature is written in black ink and is positioned above the printed name and title.

Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO



**Title:** DIRECTOR, DIVISION FOR HERITAGE AND WORLD HERITAGE CENTRE  
**Domain:** Culture  
**Post Number:** CLT-002  
**Grade:** D-2  
**Organizational Unit:** Culture  
**Primary Location:** Paris, France  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Fixed-Term  
**Annual salary:** US \$154,244  
**Deadline (midnight, Paris time):** 2 May 2015

### OVERVIEW OF THE FUNCTIONS OF THE POST

*The Division for Heritage comprises the World Heritage Centre, the Section of Cultural Heritage Protection Treaties and the History and Memory for Development and Dialogue Section. The Division is responsible for providing intellectual leadership and strategic vision in line with the Organization's Medium-Term Strategy for 2014-2021 and for the implementation of the strategic objectives under the Division's mandate, as outlined in the 37 C/5 Programme and Budget document (2014-2017) for Major Programme IV (Culture), as approved by UNESCO's Governing Bodies. The Division aims to further strengthen UNESCO's leadership in the field of cultural and natural heritage and to contribute to the integration of culture in the emerging post-2015 development agenda. In addition to the implementation of the 1972 World Heritage Convention, the Division ensures the Secretariats of the 1954 Convention for the Protection of Cultural Property in the case of Armed Conflict and its two (1954 and 1999) Protocols; the 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Cultural Property, the 2001 Convention on the Protection of the Underwater Cultural Heritage, and thematic Programmes related to History and Memory including the Slave Route Project and the General History of Africa.*

Under the authority of the Director-General and the direct supervision of the Assistant Director-General for Culture, the incumbent will develop, coordinate and implement the work programme for the Division, manage its financial and human resources, lead its operational activities, establish priorities and oversee the development and implementation of programmatic strategies and standards. The incumbent will in particular:

- Direct and manage the World Heritage Centre and act as Secretary to the World Heritage Committee including the effective management of the World Heritage Fund;
- Ensure and manage the coordination and implementation of the 1954 Convention for the Protection of Cultural Property in the case of Armed Conflict and its two (1954 and 1999) Protocols; the 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Cultural Property; the 2001 Convention on the Protection of the Underwater Cultural Heritage, as well as the thematic Programmes related to History and Memory;
- Ensure the statutory meetings under the Conventions, follow-up on the implementation of the decisions taken therein;
- Identify opportunities for resources mobilization and building alliances and partnerships to ensure maximum impact for the Division, in particular as regards capacity building efforts, communication and outreach to Member States and civil society.

### REQUIRED QUALIFICATIONS

#### EDUCATION

- Advanced university degree, preferably Ph.D. or equivalent in the field of culture or social and human sciences or related field.

#### WORK EXPERIENCE

- A minimum of 15 years of progressively responsible professional experience preferably at international level, including a significant part of this period at senior managerial level.

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

**Representation of Member States in posts subject  
to geographical distribution as at 1 January 2015**

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

**Representation  
above range**

**Representation  
within range**

**Representation  
below range**

**Nil**

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