

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 **Assistant Director - General (ADG) for the Africa Department Paris, France (AFR 001)**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **29th September, 2015** under intimation to **inc.edu@nic.in**

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United Nations
Educational, Scientific and
Cultural Organization

Copy for information ^{me}

1/6

Ref.: CL/4124

29 juillet 2015

Subject: **Assistant Director-General (ADG)**
Africa Department
Paris, France
AFR 001

Sir/Madam,

I wish to inform you that I have decided to re-advertise the post of Assistant Director-General for the Africa Department 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 **29 September 2015** 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: "**AFR 001**", to the following address below:

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

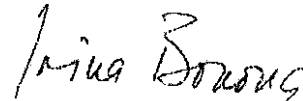
Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

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.

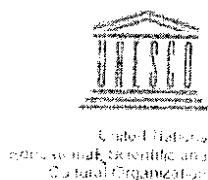
Accept, Sir/Madam, the assurances of my highest consideration.



Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: ASSISTANT DIRECTOR-GENERAL FOR THE AFRICA DEPARTMENT (re-advertisement)
Domain: Programme Coordination
Post Number: AFR 001
Grade: ADG
Organizational Unit: Africa Department
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$177,502
Deadline (midnight, Paris time): 29 September 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO has a special role to play in strengthening the foundations of lasting peace and equitable and sustainable development. Advancing cooperation in education, the sciences, culture, communication and information is of strategic relevance at a time when societies across the world face rapid change and increasingly complex, social, economic and environmental challenges. The African Continent is at the forefront of economic, political and demographic change in the international environment. It is most severely stricken with extreme poverty, while some regions are experiencing unprecedented growth that must be sustained in the long term. UNESCO continues to support Africa in pursuit of its development efforts by granting the Organization's "global priority" status to Africa in its programmes over the last 20 years.

Under the authority of the Director-General, the Assistant Director-General for Africa Department is responsible for providing intellectual leadership and strategic vision for the Africa Department in line with the Organization's Medium-Term Strategy for 2014-2021 (37 C/4) document and for the overall implementation of the Operational Strategy for Priority Africa for 2014-2021 and its six multidisciplinary flagship programmes as detailed in the approved Programme and Budget for 2014-2017 (37 C/5) document and for ensuring and enhancing UNESCO's action and visibility in Africa. This comprises the management, planning and coordination of the Department and its strategies, programmes and plans of action, as well as the mobilization of extrabudgetary resources and development of strategic and substantial partnerships, in particular with a strong emphasis of Inter-African and South-South partnerships, and partnerships with regional banks, the private sector and civil society while enhancing North-South and North-South-South cooperation.

The Africa Department serves as a focal point for UNESCO's relations with Africa Member States, the African Union and Africa's Regional Economic Communities, in close consultation with UNESCO's Programme Sectors, the UNESCO Liaison Office in Addis Ababa, and the Field Offices and Institutes concerned. To that effect, the Assistant Director-General will cooperate closely and at the highest level with government leaders and representatives, national authorities, ministries, Permanent Delegations of Member States to UNESCO, the African Union and other United Nations agencies, National Commissions for UNESCO, intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), other agencies within the United Nations system, multilateral and bilateral organizations, non-governmental organizations, etc., with a view to strengthening UNESCO's mandate, UNESCO's actions in Africa and to achieving the related expected results and demonstrable impact required by the governing bodies and the African Institutions, in particular the Africa Union and the Regional Economic Communities. The Assistant Director-General will ensure synergies and proactive interdisciplinary cooperation between the Africa Department and UNESCO's other Programme Sectors, and will cooperate closely with the Bureau of Strategic Planning (BSP) and UNESCO's corporate services and units, in particular in the context of UNESCO's Field Network Reform in Africa.

The Assistant Director-General will be responsible for leading and coordinating future-oriented and innovative thinking on changes, opportunities and challenges in Africa through forward-looking research and studies to ensure coherence and efficiency in implementing Priority Africa and in which future-oriented institutions active on the continent or working on Africa should participate.

The Assistant Director-General, also a member of the Senior Management Team, shall represent the Director-General in specialized commissions of UNESCO's governing bodies, as well as at intergovernmental, international and regional conferences and other fora, at the senior level.

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/A (UNESCO's Medium-Term Strategy, 2014-2021) and 37 C/3 (UNESCO's Programme and Budget for 2014-2017).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree or equivalent professional experience in a discipline related to UNESCO's mandate.

WORK EXPERIENCE

- Extensive and relevant professional experience in senior leadership/executive positions in areas directly related to UNESCO's Africa Department Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability, use of information and communication technologies, and techniques of quality assurance and risk management.
- Demonstrated strategic planning and managerial skills to direct change processes within large institutions of national or international scope.
- Demonstrated ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks as well as mobilization of resources.
- Excellent judgment and decision-making abilities including strong advocacy and negotiation skills.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization.
- Excellent communication skills, both orally and in writing, in front of a broad range of constituents as well as the news media; with strong representational abilities.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French) and 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 timeframe.

DESIRABLE QUALIFICATIONS

EDUCATION

- A PhD level degree in a discipline or one of its sub-disciplines related to the post or equivalent.
- Other university degrees or short to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE

- A proven record of senior management and professional experience at the international and intergovernmental levels.
- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to Africa and the elaboration of the post-2015 development agenda.
- Professional experience gained in multicultural working environments.
- Experience in conducting complex negotiations diplomatically and tactfully in the overall interest of pursuing UNESCO's mandate and mission.
- Experience in guiding staff and motivating teams in a culturally diverse environment, in performing supervisory and monitoring duties, and in ensuring training and staff development.

SKILLS/COMPETENCIES

- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Demonstrated capacity to mobilize financial and other resources efficiently.
- Capacity to grasp global trends and developments, as well as to adapt and re-orient UNESCO strategies accordingly, in an innovative and creative manner.
- Skills in administration and the management of financial and human resources
- Skills and knowledge should include a solid understanding of global operational risk

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 June 2015**

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

**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
Russian Federation	Sri Lanka
Saint Kitts and Nevis	Sudan
Saint Lucia	Swaziland
Seychelles	Sweden
Slovakia	Switzerland
South Africa	Thailand
Syrian Arab Republic	Trinidad and Tobago
The former Yugoslav Republic of Macedonia	Turkey
Togo	Turkmenistan
Uganda	United States of America
Ukraine	Venezuela (Bolivarian Republic of)
United Kingdom of Great Britain and Northern Ireland	Viet Nam
Uruguay	Zambia
Uzbekistan	
Yemen	
Zimbabwe	

**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) of the UNESCO Office in Almaty and UNESCO Representative to Kazakhstan, Kyrgyzstan and Tajikistan (4KZBSP0001RP)**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **1st October, 2015** under intimation to **inc.edu@nic.in**

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United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4123

31 juillet 2015

Subject: **Director (D-1)**
UNESCO Office in Almaty and
UNESCO Representative to Kazakhstan, Kyrgyzstan and Tajikistan
4KZBSP0001RP

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Office in Almaty and UNESCO Representative to Kazakhstan, Kyrgyzstan and Tajikistan.

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 **1 October 2015** 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: "4KZBSP0001RP", 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

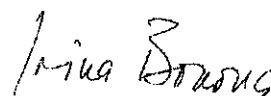
WJE
19 July 2015
Ms. Bing
- D. B. B. B. B.

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.

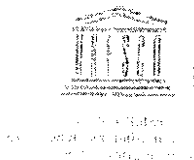
Accept, Sir/Madam, the assurances of my highest consideration.



Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: **DIRECTOR OF OFFICE AND UNESCO REPRESENTATIVE TO KAZAKHSTAN, KYRGYZSTAN AND TAJIKISTAN**

Domain: Field Operations Coordination – Management

Post Number: 4KZBSP0001RP

Grade: D-1

Organizational Unit: UNESCO Office in Almaty

Primary Location: Almaty, Kazakhstan

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$131,777

Deadline (*midnight, Paris time*): **1 October 2015**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General of the Bureau of Strategic Planning (ADG/BSP) as regards house-wide coordination (including management, administration and reporting), and the Assistant Director-General for External Relations and Public Information (ADG/ERI) as regards representational functions, as well as in close consultation with the Assistant Directors-General (ADGs) of programme sectors, the Director of the UNESCO Office in Almaty will manage the multidisciplinary programme of this Cluster Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of the Member States of the Cluster (*Kazakhstan, Kyrgyzstan and Tajikistan*) in all UNESCO's fields of competence (*education, the sciences, culture and communication*). This also will include the effective and efficient management of the Office's human and financial resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls. Moreover, the incumbent will participate, or ensure the participation of the Office, in all meetings and activities of the United Nations Country Team (UNCT) in the host country.

REQUIRED QUALIFICATIONS

EDUCATION

- University degree in a domain of relevance to UNESCO.

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.
- Experience in advocacy, resources and partnership mobilization.
- Experience in the field of international relations and diplomacy, multilateral cooperation, development.

SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Demonstrated experience and/or expertise in one or several of UNESCO's fields of competence.
- 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 exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, as well as in implementing them effectively, and in devising implementation plans.

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.

- 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, and exercise supervision and control, as well as ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the news media.
- Basic computer skills.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages (English or French) of the Organization. A good knowledge of the second one is strongly desirable. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

DESIRABLE QUALIFICATIONS

EDUCATION

- Courses/degree 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.

SKILLS/COMPETENCIES

- Broad general culture, good geopolitical knowledge of the region, 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 and representational skills, as well as 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 Russian would be an asset. Training will be required in order to acquire a sufficient level in a reasonable timeframe.
- Knowledge of other United Nations languages (Arabic, Chinese 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 June 2015**

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

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	
	Russian Federation	Sri Lanka	
	Saint Kitts and Nevis	Sudan	
	Saint Lucia	Swaziland	
	Seychelles	Sweden	
	Slovakia	Switzerland	
	South Africa	Thailand	
	Syrian Arab Republic	Trinidad and Tobago	
	The former Yugoslav Republic of Macedonia	Turkey	
	Togo	Turkmenistan	
	Uganda	United States of America	
	Ukraine	Venezuela (Bolivarian Republic of)	
	United Kingdom of Great Britain and Northern Ireland	Viet Nam	
	Uruguay	Zambia	
	Uzbekistan		
	Yemen		
	Zimbabwe		

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 **Assistant Director - General (ADG) for Communication and Information Sector in Paris, France (CI 001)**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **29th September, 2015** under intimation to **inc.edu@nic.in**

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United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4125

29 juillet 2015

Subject: **Assistant Director-General for Communication and Information
(ADG)
Communication and Information Sector
Paris, France
CI 001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Communication and Information 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.

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

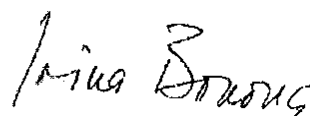
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It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated 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: ASSISTANT DIRECTOR-GENERAL FOR
COMMUNICATION AND INFORMATION

Domain: Communication and Information

Post Number: CI 001

Grade: ADG

Organizational Unit: Communication and Information Sector

Primary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$177,502

Deadline (midnight, Paris time): 29 September 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO's mandate vis-à-vis the Communication and Information Sector is to lead international efforts, raise awareness about and build a global campaign to support and promote freedom of expression and access to information and knowledge offline and online, as inalienable human rights, with special emphasis on Africa, gender equality and the most vulnerable segments of society, working with States and a wide range of stakeholders.

Under the authority of the Director-General, the Assistant Director-General for Communication and Information is responsible for providing leadership and strategic vision for the Communication and Information Sector, both for Headquarters and for Field Offices, in line with the Organization's Medium-Term Strategy for 2014-2021, the emerging post-2015 development agenda, and World Summit on the Information Society (WSIS) follow-up. The Assistant Director-General for Communication and Information is also responsible for the overall implementation of the Communication and Information Programme (2014-2017), as approved by UNESCO's governing bodies. This comprises management, planning and coordination of UNESCO's strategy, programmes and plans of action for Communication and Information Sector, as well as the mobilization of extrabudgetary resources and establishment of partnerships, in line with the needs of the Regular Programme. The Communication and Information Sector's mission is to promote freedom of expression, media independence and pluralism and build knowledge societies through information and communication technologies (ICTs) and foster universal access and preservation of documentary heritage.

The Communication and Information Programme will focus on:

- Promoting an enabling environment for freedom of expression, press freedom and journalistic safety, facilitating pluralism and participation in media, and supporting sustainable and independent media institutions;
- Enabling universal access and preservation of information and knowledge including through information and communication technologies (ICTs).

The incumbent will cooperate closely and at the highest level with government leaders and representatives, ministries, Permanent Delegations of Member States to UNESCO and to other United Nations agencies, National Commissions for UNESCO, intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), other agencies within the United Nations system, multilateral and bilateral organizations, non-governmental organizations, media houses and the private sector, etc., with a view to strengthening UNESCO's mandate in communication and information to achieving the related expected results and demonstrable impact required by the governing bodies. The incumbent will ensure synergies and proactive interdisciplinary cooperation between the Communication and Information Sector and UNESCO's other Programme Sectors, and will cooperate closely with the Bureau of Strategic Planning (BSP) and UNESCO's corporate services and units. Moreover, the incumbent shall represent the Director-General in specialized commissions of UNESCO's governing bodies, as well as at intergovernmental, international and regional conferences and other fora, at the senior level.

For further information on the above mentioned specific programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: [32 C/4](#) (UNESCO's Medium-Term Strategy, 2014-2021) and [32 C/5](#) (UNESCO's Programme and Budget for 2014-2017).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree or equivalent professional experience in a discipline related to UNESCO's mandate, in particular in the fields of communication and/or information.

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.

WORK EXPERIENCE

- Extensive and relevant professional experience in senior leadership/executive positions in areas directly related to UNESCO's Communication and Information Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and intergovernmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Demonstrated managerial skills and ability to direct change processes within large institutions of national or international scope.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability, use of information and communication technologies, and techniques of quality assurance and risk management.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization.
- Demonstrated strategic planning and management abilities.
- Excellent communication skills with strong representational abilities.
- Proven fundraising skills.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French). Knowledge of the second one is highly desirable. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

DESIRABLE QUALIFICATIONS

EDUCATION

- A PhD level degree in communication and/or information or one of its sub-disciplines.
- Other degrees or short- to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE

- A proven record of senior management and professional experience at the international and intergovernmental levels.
- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the post-2015 international development agenda.
- Professional experience gained in multicultural working environments.
- Experience in conducting complex negotiations diplomatically and tactfully in the overall interest of pursuing UNESCO's mandate and mission.
- Experience in guiding staff and motivating teams in a culturally diverse environment, in performing supervisory and monitoring duties, and in ensuring training and staff development.

SKILLS/COMPETENCIES

- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Demonstrated capacity to mobilize financial and other resources efficiently.
- Capacity to grasp global trends and developments, as well as to adapt and re-orient UNESCO strategies accordingly, in an innovative and creative manner.
- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.

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 June 2015**

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

**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
Russian Federation	Sri Lanka
Saint Kitts and Nevis	Sudan
Saint Lucia	Swaziland
Seychelles	Sweden
Slovakia	Switzerland
South Africa	Thailand
Syrian Arab Republic	Trinidad and Tobago
The former Yugoslav Republic of Macedonia	Turkey
Togo	Turkmenistan
Uganda	United States of America
Ukraine	Venezuela (Bolivarian Republic of)
United Kingdom of Great Britain and Northern Ireland	Viet Nam
Uruguay	Zambia
Uzbekistan	
Yemen	
Zimbabwe	

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) of the International Institute for Higher Education in Latin America and the Caribbean (IESALC) in Caracas (Venezuela) (3VEED0001IH)**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **30th September , 2015** under intimation to **inc.edu@nic.in**

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United Nations
Educational, Scientific and
Cultural Organization

Copy sent to HRM

Ref.: CL/4127

30 juillet 2015

Subject: **Director (D-1)**
**International Institute for Higher Education in Latin America and
the Caribbean (IESALC)**
Caracas, Venezuela
3VEED0001IH

Sir/Madam,

I wish to inform you that I have decided to re-advertise the post of Director of the International Institute for Higher Education in Latin America and the Caribbean (IESALC) in Caracas (Venezuela).

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 **30 September 2015** 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: "3VEED0001IH", to the following address below:

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

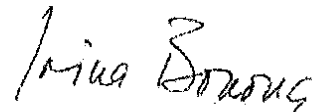
Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

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



Title: DIRECTOR, INTERNATIONAL INSTITUTE FOR HIGHER EDUCATION IN LATIN AMERICA AND THE CARIBBEAN (IESALC) (re-advertisement)

Domain: Education – Higher Education

Post Number: 3VEED0001H

Grade: D-1

Organizational Unit: Education Sector

Primary Location: Caracas, Venezuela

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term (2 year contract – maximum duration 6 years)

Annual salary: US \$223,973

Deadline (midnight, Paris time): 30 September 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO International Institute for Higher Education in Latin America and the Caribbean (IESALC) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. IESALC promotes an integrated approach to the development and renewal of higher education in Latin America and the Caribbean as well as consolidates the expansion and improve the relevance and quality of higher education systems in order to meet the region's present and future needs.

Under the authority of UNESCO's Director-General and the direct supervision of the Assistant Director-General for Education, the incumbent, in close collaboration with the Director of the Regional Office of Education for Latin America and the Caribbean in Santiago, provides intellectual leadership and strategic vision to IESALC's regional programme and staff, ensuring that IESALC contributes fully to the achievement of UNESCO's objectives.

Guided by the general policies established by the Governing Board for the IESALC's programme and budget, the incumbent is responsible for administering the Institute and for planning, executing and reporting on its programme and budget. The incumbent's responsibilities also include human resource planning, recruitment and performance management, in order to develop motivated and effective teams with appropriate competencies to achieve IESALC's objectives; resource mobilization; and, acting as the external advocate for IESALC, liaising with financial partners and ministries of education, as well as with IESALC's other stakeholders. He/she will also maintain close cooperation with the national authorities, United Nations agencies, development banks, NGOs and bilateral organizations, with a view to implementing, monitoring and evaluating programmes in the area of higher education in the region which is characterized by a middle-income countries' context. In close cooperation with the Regional Office of Education for Latin America and the Caribbean in Santiago, the incumbent will develop activities to strengthen regional cooperation and fund-raising in the field, while partnering with academic institutions, both public and private.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree, preferably at Doctorate level or equivalent in the field of higher education, economics and/or social sciences.

WORK EXPERIENCE

- At least 15 years of relevant experience in leading multidisciplinary teams in the field of higher education or related areas of work, both at international and national levels in senior executive position, backed by several years of experience in management of establishments specialising in higher education, training institutions, science and technology and/or research.

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.

SKILLS/COMPETENCIES

- Leadership, strategic planning and management ability including capacity to administer extensive programme, financial resources and exercise appropriate supervision and control.
- Experience in advocacy, ability to interact with a wide range of high-level partners and demonstrated experience in partnership development and partnership mobilization.
- Proven experience and achievements in fundraising.
- Experience in administration and management of financial and human resources at senior level.
- Relevant research ability to identify emerging educational needs to which an international research and training programme could make a substantial contribution as well as exploring new avenues and patterns of action.
- Excellent understanding of the global trends of higher education systems in Latin America and the Caribbean and other related fields.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment as well as ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.

LANGUAGES

- Excellent knowledge and drafting skills in English. Good working knowledge in Spanish.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other degrees or short- to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE

- A proven record of senior management and professional experience at the international and intergovernmental levels.

SKILLS/COMPETENCIES

- Strong global professional network.
- Experience within the United Nations system.

LANGUAGES

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

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 June 2015**

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

Representation above range	Representation within range	Representation below range	Nil
	Philippines	Principe	
	Poland	Saudi Arabia	
	Republic of Korea	Serbia	
	Republic of Moldova	Sierra Leone	
	Russian Federation	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	Trinidad and Tobago	
	Togo	Turkey	
	Uganda	Turkmenistan	
	Ukraine	United States of America	
	United Kingdom of Great Britain and Northern Ireland	Venezuela (Bolivarian Republic of)	
	Uruguay	Viet Nam	
	Uzbekistan	Zambia	
	Yemen		
	Zimbabwe		

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) of the Institute for Information Technologies in Education (IITE) in Moscow, Russian Federation (2RUED0900OS)**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **30th September, 2015** under intimation to **inc.edu@nic.in**

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United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4128

30 juillet 2015

Subject: **Director (D-1)**
Institute for Information Technologies in Education (IITE)
Moscow, Russian Federation
2RUED0900OS

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Institute for Information Technologies in Education (IITE) in Moscow (Russian Federation).

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 **30 September 2015** 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: "2RUED0900OS", to the following address below:

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

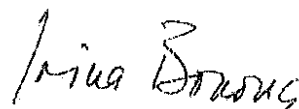
Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

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

Title: DIRECTOR, INSTITUTE FOR INFORMATION TECHNOLOGIES IN EDUCATION (IITE)
Domain: Education – Information and Communication Technologies and Education
Post Number: 2RUED09000S
Grade: D-1
Organizational Unit: Education Sector
Primary Location: Moscow, Russian Federation
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term (2 year contract – maximum duration 6 years)
Annual salary: US \$156,878
Deadline (midnight, Paris time): 30 September 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Institute for Information Technologies in Education (IITE) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. IITE promotes an integrated approach to the development of information and communication technologies (ICTs) in education, by providing technical support and expertise in the use of ICTs in education. The Institute helps to promote e-environments for increasing access to education and lifelong learning, facilitating policy dialogue, and initiating development of national strategies on the application of ICTs in education.

Under the authority of UNESCO's Director-General and the direct supervision of the Assistant Director-General for Education, the incumbent provides intellectual leadership and strategic vision to IITE's programme and staff, ensuring that IITE contributes fully to the achievement of UNESCO's objectives.

Guided by the general policies established by the Governing Board for IITE's programme and budget, the incumbent is responsible for leading the Institute and for planning, executing and reporting on its programme and budget. The incumbent's responsibilities also include human resource planning, recruitment and performance management, in order to develop motivated and effective teams with appropriate competencies to achieve IITE's objectives; resource mobilization; and, acting as the external advocate for IITE, liaising with financial partners and ministries of education, as well as with IITE's other stakeholders. He/she will also maintain close cooperation with the national authorities, United Nations agencies, NGOs, research and training institutions, with a view to implementing, monitoring and evaluating programmes in the area ICT use in education.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree, preferably at PhD level or equivalent degree, in education, social sciences or related field.

WORK EXPERIENCE

- At least 15 years of relevant experience in leading multidisciplinary team in the field of ICTs in education, or related areas of work, both at international and national levels in senior managerial positions, backed by several years of experience in management of establishments specialising in research and training programmes.

SKILLS/COMPETENCIES

- Leadership, strategic planning and management ability including capacity to administer extensive programme, financial resources and exercise appropriate supervision and control.
- Experience in advocacy, ability to interact with a wide range of high-level partners and demonstrated experience in partnership development and partnership mobilization.
- Proven experience and achievements in fund raising.
- Experience in administration and management of financial and human resources at senior level.
- Relevant research ability to identify emerging educational needs to which an international research and training programme could make a substantial contribution as well as exploring new avenues and patterns of action.

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 according to UNESCO's geographical mobility policy.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

- Sound knowledge and understanding of current trends and practices in ICT policy and strategy at international level.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment as well as ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.
- Advanced IT skills.

LANGUAGES

- Excellent oral and written skills in English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other degrees or short to medium-term training in disciplines relevant to the post.

SKILLS/COMPETENCIES

- Strong global professional network.
- Experience within the United Nations system

LANGUAGES

- Good working knowledge of Russian.
- Knowledge of other official United Nations languages (Arabic, Chinese, French and 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 June 2015**

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

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	
	Russian Federation	Sri Lanka	
	Saint Kitts and Nevis	Sudan	
	Saint Lucia	Swaziland	
	Seychelles	Sweden	
	Slovakia	Switzerland	
	South Africa	Thailand	
	Syrian Arab Republic	Trinidad and Tobago	
	The former Yugoslav Republic of Macedonia	Turkey	
	Togo	Turkmenistan	
	Uganda	United States of America	
	Ukraine	Venezuela (Bolivarian Republic of)	
	United Kingdom of Great Britain and Northern Ireland	Viet Nam	
	Uruguay	Zambia	
	Uzbekistan		
	Yemen		
	Zimbabwe		

**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) of the UNESCO Office in Apia and UNESCO Representative to the Pacific States (Samoa, Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia (Federated States of), Nauru, New Zealand, Niue, Palau, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, Vanuatu and Tokelau (Associate Members) (4WSBSP0001RP)**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **1st October, 2015** under intimation to **inc.edu@nic.in**

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United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4122

31 juillet 2015

Subject: **Director (D-1)
UNESCO Office in Apia and
UNESCO Representative to the Pacific States (Samoa, Australia,
Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia (Federated
States of), Nauru, New Zealand, Niue, Palau, Papua New Guinea,
Solomon Islands, Tonga, Tuvalu, Vanuatu and Tokelau (Associate
Member))
4WSBSP0001RP**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Office in Apia and UNESCO Representative to the Pacific States (Samoa, Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia (Federated States of), Nauru, New Zealand, Niue, Palau, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, Vanuatu and Tokelau (Associate Member)).

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 **1 October 2015** 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: "4WSBSP0001RP", to the following address below:

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

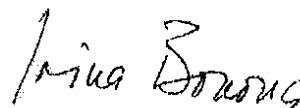
Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

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



Title: **DIRECTOR OF OFFICE AND UNESCO REPRESENTATIVE TO THE PACIFIC STATES (SAMOA, AUSTRALIA, COOK ISLANDS, FIJI, KIRIBATI, MARSHALL ISLANDS, MICRONESIA (FEDERATED STATES OF), NAURU, NEW ZEALAND, NIUE, PALAU, PAPUA NEW GUINEA, SOLOMON ISLANDS, TONGA, TUVALU, VANUATU AND TOKELAU (Associate Member))**

Domain: Field Operations Coordination – Management

Post Number: 4WSBSP0001RP

Grade: D-1

Organizational Unit: UNESCO Office in Apia

Primary Location: Apia, Samoa

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$149,154

Deadline (midnight, Paris time): **1 October 2015**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General of the Bureau of Strategic Planning (ADG/BSP) as regards house-wide coordination (including management, administration and reporting), and the Assistant Director-General for External Relations and Public Information (ADG/ERI) as regards representational functions, as well as in close consultation with the Assistant Directors-General (ADGs) of programme sectors, the Director of the UNESCO Office in Apia will manage the multidisciplinary programme of this Cluster Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of the Member States and Associate Member State of the Cluster (*Samoa, Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia (Federated States of), Nauru, New Zealand, Niue, Palau, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, Vanuatu and Tokelau*) in all UNESCO's fields of competence (*education, the sciences, culture and communication*). This also will include the effective and efficient management of the Office's human and financial resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls. Moreover, the incumbent will participate, or ensure the participation of the Office, in all meetings and activities of the United Nations Country Team (UNCT) in the host country.

REQUIRED QUALIFICATIONS

EDUCATION

- University degree in a domain of relevance to UNESCO.

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.
- Experience in advocacy, resources and partnership mobilization.
- Experience in the field of international relations and diplomacy, multilateral cooperation, development.

SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Demonstrated experience and/or expertise in one or several of UNESCO's fields of competence.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.

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.

- 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 exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, as well as in implementing them effectively, and 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, and exercise supervision and control, as well as ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the news media.
- Basic computer skills.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages (English or French) of the Organization. A good knowledge of the second one is strongly desirable. Training will be mandatory in order to acquire the required level of the second working language in a reasonable timeframe.

DESIRABLE QUALIFICATIONS

EDUCATION

- Courses/degree 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.

SKILLS/COMPETENCIES

- Broad general culture, good geopolitical knowledge of the region, 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 and representational skills, as well as 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 UN 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.

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to geographical distribution as at 1 June 2015**

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Ethiopia	Benin	Belarus	El Salvador
France	Burkina Faso	Belize	Equatorial Guinea
Italy	Cambodia	Bhutan	Guatemala
Lebanon	Colombia	Bolivia (Plurinational State of)	Guyana
Mexico	Congo	Bosnia and Herzegovina	Haiti
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Romania	Croatia	Burundi	Kiribati
Senegal	Cuba	Chad	Kuwait
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	Democratic Republic of the Congo	Comoros	Malta
	Djibouti	Cook Islands	Marshall Islands
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	Egypt	Eritrea	Monaco
	Finland	Estonia	Montenegro
	Gambia	Fiji	Nauru
	Germany	Gabon	Niue
	Ghana	Georgia	Palau
	Greece	Grenada	Paraguay
	Honduras	Guinea	Rwanda
	Ireland	Guinea-Bissau	Saint Vincent and the Grenadines
	Israel	Hungary	Samoa
	Jamaica	India	Singapore
	Japan	Indonesia	Slovenia
	Jordan	Iran (Islamic Republic of)	Solomon Islands
	Lao People's Democratic Republic	Iraq	South Sudan
	Latvia	Kenya	Suriname
	Lithuania	Kyrgyzstan	Tajikistan
	Madagascar	Libya	Timor-Leste
	Malawi	Maldives	Tonga
	Malaysia	Myanmar	Tuvalu
	Mali	Namibia	United Arab Emirates
	Mauritania	New Zealand	United Republic of Tanzania
	Mauritius	Nicaragua	Vanuatu
	Mongolia	Oman	
	Mozambique	Palestine	
	Netherlands	Panama	
	Niger	Papua New Guinea	
	Nigeria	Portugal	
	Norway	Qatar	
	Pakistan	San Marino	
		Sao Tome and	

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	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	Trinidad and Tobago	
	The former Yugoslav Republic of Macedonia	Turkey	
	Togo	Turkmenistan	
	Uganda	United States of America	
	Ukraine	Venezuela (Bolivarian Republic of)	
	United Kingdom of Great Britain and Northern Ireland	Viet Nam	
	Uruguay	Zambia	
	Uzbekistan		
	Yemen		
	Zimbabwe		