

No. 30-48/2022-INC
Government of India
Ministry of Education
Department of Higher Education
UNESCO Branch

Shastri Bhavan, New Delhi
Dated 17th August, 2022

OFFICE MEMORANDUM

Subject: - Vacancy notice for the post of Director (D-1) of the UNESCO in Jakarta (Indonesia) and UNESCO representative to Indonesia, Brunei Darussalam, Malaysia, The Philippines and Timor- Leste.

The undersigned is directed to forward herewith a copy of the letter No. CL/4396 dated 07th July, 2022 received from Director General, UNESCO on the above noted subject and to request that the aforesaid material may please be uploaded on the Ministry of Education's website for transmitting the offer to all concerned.

(Narender Nirapure)
Section Officer (INC)
Email: inc.edu@nic.in
Tel.: 011- 2338 4442

Encl: As above.

Director (Stat.) & Web Master
R.K. Puram, New Delhi.



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07 JUL. 2022

Ref.: CL/4396

Subject: **Director (D-1)
UNESCO Office in Jakarta (Indonesia) and UNESCO Representative
to Indonesia, Brunei Darussalam, Malaysia, The Philippines and
Timor-Leste
Jakarta, Indonesia
4IDPAX0001RP**

Sir/Madam,

I have the honour to inform you that the vacancy notice for the post of Director of the UNESCO in Jakarta (Indonesia) and UNESCO Representative to Indonesia, Brunei Darussalam, Malaysia, The Philippines and Timor-Leste has been published.

Please find enclosed herewith further details on the post, including the required qualifications, experience and competencies.

The Secretariat accords great importance to geographical distribution and gender balance in its staffing, particularly at the senior level. We therefore encourage all qualified candidates to apply.

Candidates who wish to be considered for this post should apply online, via the dedicated UNESCO website, Careers, as soon as possible and before the closing date, and ensure that their applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be correctly submitted by **31 August 2022** at the latest. Any queries may be addressed to staffingteam@unesco.org.

I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate, with a view to identifying outstanding candidates for this post.

Please accept, Sir/Madam, the assurances of my highest consideration.

Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

To Ministers responsible for relations with UNESCO



unesco

Post Title: **DIRECTOR, UNESCO OFFICE IN JAKARTA AND UNESCO REPRESENTATIVE TO INDONESIA, BRUNEI DARUSSALAM, MALAYSIA, THE PHILIPPINES AND TIMOR-LESTE**

Post Number: 4IDPAX0001RP

Grade: D-1

Parent Sector: Priority Africa and External Relations

Duty Station: Jakarta (Indonesia)

Job Family: External Relations

Type of contract: Fixed-Term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: Internal and external candidates

Application Deadline (*midnight, Paris time*): **31 August 2022**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General, the direct supervision of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) as regards the overall functioning of the office and representational functions, and in close consultation with other Programme Assistant Directors-General as regards the multisectoral function of the office, the incumbent acts as the Director of the UNESCO Regional multisectoral Office in Jakarta and Representative to Indonesia, Brunei Darussalam, Malaysia, the Philippines and Timor-Leste.

The incumbent will expand and manage the multidisciplinary programme of the Office and provide intellectual, strategic and operational leadership in planning and implementing activities, responding to the priority needs of the countries it covers in UNESCO's fields of competence, participating in the activities of the United Nations at the national level, and managing external relations and partnerships.

The incumbent works within the framework of UNESCO's Medium-Term Strategies (C/4s), approved Programmes and Budgets (C/5s), the Priority Gender Equality Action Plan and international agreed development agendas such as Agenda 2030, in particular as regards to their regional and subregional dimensions.

COMPETENCIES (Core/Managerial)

Communication (C)	Building partnerships (M)
Accountability (C)	Driving and managing change (M)
Innovation (C)	Strategic thinking (M)
Knowledge sharing and continuous improvement (C)	Making quality decisions (M)
Planning and organizing (C)	Managing performance (M)
Results focus (C)	Leading and empowering others (M)
Teamwork (C)	
Professionalism (C)	

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent degree) in a discipline related to UNESCO's mandate, public or business administration or international relations, or related field.

Work Experience

- At least fifteen (15) years of progressive professional experience at the appropriate management level within the United Nations system, other international, national or private sector institutions, including a wide experience in diplomatic work or development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Demonstrated experience in advocacy and resources mobilization.
- Proven partnership experience with successful implementation of partners at global, local and community levels
- Professional experience in the field of education, sciences, culture, social sciences or communication.

Skills and Competencies

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and projects, financial and human resources, as well as to exercise appropriate supervision and control.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity, as well as exercise supervision and control and ensure continuous training and development of staff.

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- Ability to identify key strategic issues, objectives, opportunities, and risks.
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Ability to communicate effectively and persuasively, both orally and in writing; demonstrated ability to interact with a wide range of high-level partners.

Languages

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

DESIRABLE QUALIFICATIONS

Education

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

Work experience

- Experience in the field of international relations and diplomacy, multilateral cooperation, development.

Skills and Competencies

- Broad general culture, good geopolitical knowledge of the region and sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Excellent interpersonal skills and ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Good knowledge of the United Nations system.

Languages

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

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is US \$141 495.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

Please note that UNESCO is a non-smoking Organization.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information.

To apply, please visit the [UNESCO Careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality.

Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

**Representation of Member States in posts subject
to geographical distribution as at 31 May 2022**

Representation above range	Representation within range	Representation below range	Not represented
Algeria	Afghanistan	Albania	Andorra
Argentina	Australia	Antigua and Barbuda	Angola
Belgium	Austria	Armenia	Bahamas
Benin	Azerbaijan	Bangladesh	Bahrain
Cameroon	Bolivia (Plurinational State of)	Belarus	Barbados
Canada	Bosnia and Herzegovina	Belize	Bhutan
Colombia	Brazil	Botswana	Brunei Darussalam
Democratic Republic of the Congo	Bulgaria	Cabo Verde	Central African Republic
Ethiopia	Burkina Faso	China	Chad
Finland	Burundi	Cook Islands	Dominican Republic
France	Cambodia	Costa Rica	El Salvador
Greece	Chile	Croatia	Equatorial Guinea
Italy	Comoros	Cyprus	Guatemala
Lebanon	Congo	Djibouti	Guyana
Mexico	Côte d'Ivoire	Dominica	Haiti
Morocco	Cuba	Eritrea	Iceland
Nepal	Czechia	Estonia	Kiribati
Senegal	Democratic People's Republic of Korea	Eswatini	Kuwait
South Africa	Denmark	Fiji	Luxembourg
Spain	Ecuador	Gabon	Maldives
Tunisia	Egypt	Grenada	Malta
Uganda	Gambia	Guinea-Bissau	Marshall Islands
	Georgia	Hungary	Micronesia (Federated States of)
	Germany	India	Monaco
	Ghana	Indonesia	Nauru
	Guinea	Iraq	Niue
	Honduras	Kazakhstan	Palau
	Iran (Islamic Republic of)	Lesotho	Panama
	Ireland	Liberia	Qatar
	Jamaica	Madagascar	Saint Vincent and the Grenadines
	Japan	Malawi	Samoa
	Jordan	Mauritania	San Marino
	Kenya	Montenegro	Solomon Islands
	Kyrgyzstan	Myanmar	South Sudan
	Lao People's Democratic Republic	New Zealand	Sri Lanka
	Latvia	Nicaragua	Suriname
	Libya	Nigeria	Tajikistan
	Lithuania	North Macedonia	Timor-Leste
	Malaysia	Norway	Tonga
	Mali	Oman	Tuvalu
	Mauritius	Papua New Guinea	United Arab Emirates
	Mongolia	Peru	Vanuatu
	Mozambique	Republic of Korea	
	Namibia	Rwanda	
	Netherlands	Sao Tome and Principe	
	Niger	Saudi Arabia	
		Serbia	
		Sierra Leone	

Pakistan	Singapore
Palestine	Slovakia
Paraguay	Somalia
Philippines	Switzerland
Poland	Thailand
Portugal	Trinidad and Tobago
Republic of Moldova	Türkiye
Romania	Turkmenistan
Russian Federation	Venezuela (Bolivarian Republic of)
Saint Kitts and Nevis	Yemen
Saint Lucia	
Seychelles	
Slovenia	
Sudan	
Sweden	
Syrian Arab Republic	
Togo	
Ukraine	
United Kingdom of Great Britain and Northern Ireland	
United Republic of Tanzania	
Uruguay	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	