

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 in the following categories:

- (i) Director of the Bureau of Human Resources Management (D-2), Sector for Administration and Management at UNESCO's Headquarters, Paris France – HRM 237; Last date 18th April, 2019.
- (ii) Director (D-1) in Operations Division, Sector for Administration and Management in Paris, France – OPS 001; Last date 18th April, 2019.
- (iii) Chief Financial Officer (D-2) in the Sector for Administration and Management in Paris, France – BFM 001; Last date 15th April, 2019.

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

Applications must be submitted online directly to UNESCO under intimation to inc.edu@nic.in

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United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4270

**Subject: Director, Bureau of Human Resources Management (D-2)
Sector for Administration and Management
Paris, France
HRM 237**

Sir/Madam,

The vacancy notice for the post of Director of the Bureau of Human Resources Management, at UNESCO's Headquarters (Paris, France) has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, *Careers*, as soon as possible and before the closing date, and ensure that 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 **18 April 2019** at the latest. For any queries, an email may be sent to staffingteam@unesco.org.

Exceptionally, candidates without access to Internet shall submit their application, quoting the post number: "HRM 237", to the following address:

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

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

7, place de Fontenoy
75352 Paris 07 SP, France
Tél. : +33 (0)1 45 68 10 00
Fax : +33 (0)1 45 68 55 55

www.unesco.org

To Ministers responsible for relations with UNESCO

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In order to have an outstanding candidate fill this post, I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate.

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

Title: DIRECTOR, BUREAU OF HUMAN RESOURCES
MANAGEMENT

Domain: Administration - Human Resources

Post Number: HRM 237

Grade: D-2

Organizational Unit: Sector for Administration and Management

Primary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$161.287

Deadline (midnight, Paris time): 18 April 2019

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Assistant Director-General of the Sector for Administration and Management (ADG/ADM), the Director of the Bureau of Human Resources Management (DIR/HRM), is responsible for providing strategic leadership and advice on the full range of human resources matters. Providing vision and strategies for the creation and maintenance of a dynamic workforce, the Director plays a primary role for ensuring UNESCO's continuing capacity to deliver on its mandate. The Director acts as driver for change, leading and supporting the Organization's reform initiatives, particularly pertaining to improving human resources management, and visionary manager of a team of human resources professionals. Motivating and providing an empowered environment for innovation and high-quality service, the Director ensures the provision of a comprehensive and integrated service which positions the Organization to optimally develop and deploy its human assets. The Director promotes a keen appreciation by management and staff of the critical importance of human resources management as central to the overall performance of the Organization.

Under the general authority of UNESCO's Director-General, the Director shall:

- Direct the delivery of a talent management framework from workforce planning through recruitment, learning and development, and performance management and other human resources management services ensuring integration and synergy for effectiveness and efficiency;
- Drive change and reform initiatives ensuring that HRM serves as an enabler and trusted partner for organisational change, particularly UNESCO's ongoing Strategic Transformation Initiative;
- Ensure the provision of critical business intelligence to senior management on overall workforce trends and emerging issues to position the Organization to proactively anticipate, plan and meet workforce needs as these arise;
- Advocate and build awareness within UNESCO of the strategic importance of human resources management to the performance of the Organization. Embracing the nurturing and guiding of the development of staff including providing meaningful options addressing work/life balance issues, achieving gender equity and the leveraging of diversity as a comparative advantage;
- Support the evolution of a modern and dynamic international civil service through active contribution within the United Nations common system on human resources reform;
- Empower a peer community of human resources specialists to excel in programme delivery in the service of the Organization;
- Represent the Director-General in joint staff-management meetings as well as in the various United Nations and fora including the International Civil Service Commission (ICSC), the HR Network and, as appropriate, the High-Level Committee on Management (HLCM).

COMPETENCIES

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

Core Competencies

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

Managerial Competencies

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

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

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent) in human resources, public or business administration or management, law, social or human sciences or other related fields.

WORK EXPERIENCE

- A minimum of 15 years of progressively responsible professional experience at the national or international level in human resources, public or business administration, or a related field, of which a significant part at managerial level.
- Experience in leading change-related projects or programmes.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate and vision.
- Strong managerial and leadership skills combined with demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex human resources issues.
- Proven ability to motivate, administer and manage a large body of staff working in diverse human resources functions.
- Thorough understanding and hands-on experience in human resources management and a sound knowledge of HR theory and general management concepts.
- Excellent judgment and decision-making abilities including strong analytical and negotiation skills.
- High sense of professional integrity and political sensitivity; demonstrated ability to interact with a wide range of high-level partners.
- Excellent interpersonal skills including demonstrated ability to work in a multicultural environment whilst maintaining a high sense objectivity and impartiality as well as sensitivity and respect for gender and diversity issues.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

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

WORK EXPERIENCE

- Senior-level assignments at the international level and/or within the United Nations system or similar International Organizations.
- Knowledge of the United Nations Common System.
- Professional experience gained in multicultural working environments.
- Experience with the development and implementation of ERP systems.

SKILLS/COMPETENCIES

- Proven ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks.

LANGUAGES

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

ASSESSMENT

An assessment exercise may be used in the evaluation of candidates

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO applies a zero tolerance policy against any form of harassment.

Please note that UNESCO is a non-smoking Organization.

**Representation of Member States in posts subject
to geographical distribution as at 1 January 2019**

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

Representation above range	Representation within range	Representation below range	Nil
	Norway	Sierra Leone	
	Oman	Singapore	
	Pakistan	Slovakia	
	Palestine	Slovenia	
	Paraguay	Sudan	
	Philippines	Sweden	
	Portugal	Switzerland	
	Republic of Korea	Thailand	
	Republic of Moldova	Turkey	
	Saint Kitts and Nevis	Turkmenistan	
	Saint Lucia	United Republic of Tanzania	
	Seychelles	Uruguay	
	Syrian Arab Republic	Venezuela (Bolivarian Republic of)	
	The former Yugoslav Republic of Macedonia	Yemen	
	Togo		
	Trinidad and Tobago		
	Uganda		
	Ukraine		
	United Kingdom of Great Britain and Northern Ireland		
	Uzbekistan		
	Viet Nam		
	Zambia		
	Zimbabwe		



United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4267

Subject: **Chief Financial Officer (D-2)**
Sector for Administration and Management
Paris, France
BFM 001

Sir/Madam,

The vacancy notice for the post of Chief Financial Officer, in the Sector for Administration and Management at UNESCO's Headquarters (Paris, France) has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage appropriate and qualified candidates to apply

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, Careers, as soon as possible and before the closing date, and ensure that 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 **15 April 2019** at the latest. For any queries, an email may be sent to staffingteam@unesco.org.

Exceptionally, candidates without access to Internet shall submit their application, quoting the post number: "**BFM 001**", to the following address:

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

7, place de Fontenoy
75352 Paris 07 SP, France
Tél.: +33 (0)1 45 68 10 00
Fax : +33 (0)1 45 68 55 55

www.unesco.org

To Ministers responsible for relations with UNESCO

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In order to have an outstanding candidate fill this post, I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate.

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



Title: CHIEF FINANCIAL OFFICER
Domain: Administration – Financial Administration
Post Number: BFM 001
Grade: D-2
Organizational Unit: Sector for Administration and Management
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$161,287
Deadline (midnight, Paris time): 15 April 2019

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Assistant Director-General of the Sector for Administration and Management (ADG/ADM), the Chief Financial Officer (CFO) of the Bureau of Financial Management (BFM) is responsible for providing strategic advice on all financial management matters, accounting, treasury, budget, financial policies and procedures, ensuring adequate internal controls and providing functional guidance and supervision to Administration and Finance Officers throughout the Organization including Category 1 institutes. The CFO is primarily responsible for ensuring a sound financial management framework that supports the Organization and its strategic steering board.

The incumbent is responsible, in particular for:

- **Management of BFM:** Manage the overall implementation of the approved work programme for the Bureau;
- **Budget Administration, Monitoring and Reporting:** Administer and monitor the execution of the budget (all sources of funds) including the provision of reports and analytical information to senior management and Governing Bodies to support informed decision-making; establish and maintain integrated framework/budget management systems to ensure timely recording and integration, easy to understand financial management reporting on budgets, resources and expenditures;
- **Financial Regulations:** Carry out the provisions of the Financial Regulations established by the General Conference and the Financial Rules and Procedures established by the Director-General. The incumbent will provide upstream advice on financial issues and establish administrative circulars and instructions on financial questions;
- **Stakeholder Management:** Represent the Organization on all financial management matters at the Executive Board and General Conference meetings, and in other fora with UNESCO Member States as well at meetings of the subsidiary organs of the United Nations Chief Executives Board (CEB) and with regard to relations with the Host Country and Member States on financial matters;
- **Funds Management:** Manage and receive all funds of the Organization as well as collect revenue for all sources of funds. For the regular budget, this involves assessment of Member States through establishment of documentation and letters with detailed calculations; acknowledgement of receipt and follow-up letters. For voluntary contributions, revenue is collected as authorized through agreements with funding sources, applying judgement on methodologies as appropriate;
- **Investment of Funds, Banking and Insurance:** Oversee investment of cash surpluses, which requires elaboration of policy guidelines, development of forecast to identify amounts available for investment and negotiation of best interest rates compatible with security considerations. The incumbent will control the management of all banking operations for the Organization, which requires negotiation of conditions, establishment of accounts, designation of authorized signatories, reconciliation of balances and relations with

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

officers of banks. In addition, the incumbent will negotiate loans, in accordance with the authority granted to the Director-General by the General Conference;

- **Data Management:** Ensure accurate and relevant financial data in UNESCO for purposes of stakeholders e.g. UNESCO's transparency portal;
- **Control of Expenditure:** Oversee the management and disbursement of all funds of the Organization and the control of its expenditure;
- **Payroll Management:** Establish and maintain a payroll system to ensure proper calculation and timely payment of staff members and temporary staff;
- **Accounts:** Establish and maintain such accounting records as are necessary to record all financial transactions in accordance with the requirements of the Financial Regulations and Rules of the Organization. Prepare statements of accounts and financial reports under the Financial Regulations for audit by the External Auditor and for submissions to the Executive Board and General Conference;
- **Audit:** Ensure the timely implementation of external/internal audit recommendations and act as a focal point for the External Auditor within the Organization;
- **Cost recovery:** establish and implement cost recovery policies, optimize and evaluate cost recovery methods and solutions;
- Continuously keep up-to-date on major trends and best practices in his/her area of responsibility, advising on the key measures which lead to optimal use of the Organization's financial resources and implement appropriate best practices, as well as oversee the management of continuous change programmes including coaching and training of staff.

COMPETENCIES

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

Core Competencies

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

Managerial Competencies

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

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

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree in management, finance or accounting.

WORK EXPERIENCE

- At least fifteen (15) years of progressively responsible professional experience in key areas of financial management, e.g. budget management, risk-based internal control systems, integrated financial systems, financial reporting under IPSAS and/or IFRS financial management, of which seven (7) years as Finance Director/Controller or equivalent in a leading, large and complex international organization.
- Experience in managing large multinational teams in different duty stations.
- Extensive experience in financial strategic planning and execution.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate and vision.
- Knowledge of contracting, negotiating and change management.
- Knowledge of finance, accounting, budgeting and cost control principles.
- Knowledge of automated financial and accounting reporting systems.
- Ability to analyse financial data and prepare financial reports, statements and projections.
- Demonstrated ability to direct change processes at the substantive and management levels within large institutions (private and/or public).
- Ability to act as a business partner to ensure Finance supports the successful implementation of UNESCO programmes.

LANGUAGES

- Excellent knowledge of English or French with working knowledge of the other.

DESIRABLE QUALIFICATIONS

EDUCATION

- Membership of a Member State's recognized professional accountancy body (Chartered/Certified Accountant).
- Other certificates/trainings in financial management.

WORK EXPERIENCE

- Experience in integrated financial management systems.
- Experience within the United Nations common system or similar international organization.

SKILLS/COMPETENCIES

- Skills and knowledge should include a solid understanding of global operational risks in the field of finance.

LANGUAGES

- Good knowledge of other UNESCO official languages – Arabic, Chinese, Russian and Spanish.

ASSESSMENT

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

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

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**Representation of Member States in posts subject
to geographical distribution as at 1 January 2019**

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

Representation above range	Representation within range	Representation below range	Nil
	Palestine	Slovenia	
	Paraguay	Sudan	
	Philippines	Sweden	
	Portugal	Switzerland	
	Republic of Korea	Thailand	
	Republic of Moldova	Turkey	
	Saint Kitts and Nevis	Turkmenistan	
	Saint Lucia	United Republic of	
	Seychelles	Tanzania	
	Syrian Arab Republic	Uruguay	
	The former Yugoslav	Venezuela (Bolivarian	
	Republic of Macedonia	Republic of)	
	Togo	Yemen	
	Trinidad and Tobago		
	Uganda		
	Ukraine		
	United Kingdom of Great		
	Britain and Northern		
	Ireland		
	Uzbekistan		
	Viet Nam		
	Zambia		
	Zimbabwe		



United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4266

Subject: **Director (D-1),
Operations Division
Sector for Administration and Management
Paris, France
OPS-001**

Sir/Madam,

The vacancy notice for the post of Director, Operations Division, at UNESCO's Headquarters (Paris, France) has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage appropriate and qualified candidates to apply

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, Careers, as soon as possible and before the closing date, and ensure that 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 **18 April 2019** at the latest. For any queries, an email may be sent to staffingteam@unesco.org.

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

7, place de Fontenoy
75352 Paris 07 SP, France
Tél. : +33 (0)1 45 68 10 00
Fax : +33 (0)1 45 68 55 55

www.unesco.org

To Ministers responsible for relations with UNESCO

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In order to have an outstanding candidate fill this post, I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate.

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



Title: DIRECTOR, OPERATIONS DIVISION
Domain: Administration – Administration
Post Number: OPS001
Grade: D-1
Organizational Unit: Sector for Administration and Management
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US\$145,807
Deadline (midnight, Paris time): 18 April 2019

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Assistant Director-General of the Sector for Administration and Management (ADG/ADM), the Director of the Operations Division is responsible for managing the following support services: procurement and asset management, travel, facilities management, catering and general services.

The incumbent will, in particular be responsible for:

- developing and maintaining up-to-date policies and procedures for services within the Division's remit;
- providing strategic, policy and budgetary advice to Senior Management on all matters within the Division's remit;
- recommending purchases of equipment and services as necessary to achieve the Support Services' objectives;
- coordinating with Member States through the Headquarters Committee on site management.

Within delegated authority, the incumbent is responsible for:

Procurement and asset management: Oversee and manage the Organization's procurement activities such as:

- Plan and manage procurement of all goods and services for the Organization, including for field offices and projects implemented on behalf of World Bank, EU and other donors, ensuring good value for money;
- Negotiate and conclude contracts for goods and services procured by the Organization; supervision of the management of contracts; monitoring and reviewing performance of vendors; authorizing amendments to and extensions of contracts;
- Prepare recommendations to Committee on Contracts for high-value contracts;
- Provide advice and support to senior management and requisitioning officers on procurement policies and procedures;
- Compile and report on procurement statistics for UN Procurement Network;
- Review and update the Administrative (procurement) Manual as necessary;
- Asset management, including gifts to the Organization;
- Advance the professionalization of the procurement work-force and provide guidance to the UNESCO Secretariat (Headquarters, field, category 1 institutes) procurement practitioner community.

Travel: Oversee and manage travel services for the Secretariat such as:

- Coordinate the provision of all official travel (including mission travel, entitlement travel, recruitment and repatriation travel, consultants' travel): obtaining quotes, selecting itineraries, booking tickets, making changes;
- Liaise with, and performance monitoring of travel agency;
- Review and update the Administrative (Travel) Manual as necessary;
- Compile statistics and reports on Secretariat travel;
- Review and update Administrative Manual provisions on mission travel against industry standards and best practices as adopted by other UN agencies and in line with applicable UNESCO staff rules and regulations;
- Provide guidance to the UNESCO Secretariat (HQ, Field, Category I Institutes) travel practitioner community.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

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

Facilities management: Oversee the Organization's facilities management activities such as:

- Management of UNESCO's Headquarters (Fontenoy, Miollis and Bonvin) sites, including long-term financing and relations with the host country;
- Preventive and reactive maintenance of plant and equipment in the headquarters site, ensuring the smooth running of all systems to provide a safe and healthy environment for all users;
- Management of Headquarters vehicles;
- Provision of office cleaning, building and motor vehicle insurance, utilities, waste removal/recycling services;
- Manage the relationship with tenants, including calculation of rent and service charges;
- Reporting and improving on Environment Management Optimization Plan in consultation with the Headquarters Committee and UNEP policies, including reporting on Greenhouse Gas (GHG) emissions for UNESCO as a whole.

Catering: Oversee and manage the Organization's in-house catering activities such as:

- Provision of meals and service to staff, delegates and visitors;
- Catering for internal and external functions;
- Manage external vendors.

General services: Oversee and manage the general service functions for the Secretariat:

- Ensure effective operation of office services, equipment and stores.

COMPETENCIES

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

Core Competencies

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

Managerial Competencies

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

For detailed information, please consult the UNESCO Competency Framework.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree in Business or Public Administration, Management, Procurement, Logistics, Supply Chain Management, or other relevant fields.

WORK EXPERIENCE

- At least fifteen (15) years of progressively responsible professional experience in the management of support functions relevant for this position, of which at least seven (7) years at supervisory or managerial level.
- Experience in managing or supervising large multi-disciplinary teams.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate and vision
- Ability to negotiate and influence effectively to build consensus and achieve objectives.
- Ability to provide guidance and explain complex issues and positions to a variety of audiences.
- Proven analytical and organizational skills with the ability to focus on outcomes and thorough implementation of activities.

LANGUAGES

- Excellent knowledge of English or French with working knowledge of the other.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other specialised certificates or trainings in management support functions.
- Certifications in procurement and supply chain or equivalent.

WORK EXPERIENCE

- Experience in managing several support service functions.
- Experience in contract management.
- Experience within the United Nations common system or similar international organization.

SKILLS/COMPETENCIES

- Knowledge in ERP systems particularly SAP environment.

LANGUAGES

- Good knowledge of the other UNESCO official languages – Arabic, Chinese, Russian and Spanish.

ASSESSMENT

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

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO applies a zero tolerance policy against any form of harassment.

Please note that UNESCO is a non-smoking Organization.

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**Representation of Member States in posts subject
to geographical distribution as at 1 January 2019**

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

**Representation
above range****Representation
within range****Representation
below range****Nil**

Palestine
Paraguay
Philippines
Portugal
Republic of Korea
Republic of Moldova
Saint Kitts and Nevis
Saint Lucia
Seychelles
Syrian Arab Republic
The former Yugoslav
Republic of Macedonia
Togo
Trinidad and Tobago
Uganda
Ukraine
United Kingdom of Great
Britain and Northern
Ireland
Uzbekistan
Viet Nam
Zambia
Zimbabwe

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