



United Nations Educational, Scientific and Cultural Organization

Director, Secretariat of the Governing Bodies/Secretary of the General Conference and the Executive Board GBS-001 (D-2)

RE-ADVERTISED

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and seven Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

The incumbent of this post is responsible for all matters relating to the smooth functioning of the Secretariats servicing the General Conference and the Executive Board, as well as of their respective President/Chairperson.

Main responsibilities

Under the general authority of the Director-General, the Director will lead and manage the Secretariats of the General Conference and the Executive Board.

He/she will be responsible for the overall formulation, planning and coordination of the Secretariats. The incumbent will lead and manage the activities, budget and staff of GBS in order to achieve the relevant expected results laid down in the programme and budget.

This includes ensuring the smooth functioning and oversight of the preparations for the Executive Board and General Conference,

servicing as Secretary to both and the provision of assistance to and reporting to the Chairperson of the Executive Board and the President of the General Conference in addition to the Director-General. This post has an impact on the Organization's ability to take key management and programme decisions via the strategic preparation, advice, management, evaluation and follow-up of resolutions and GBS activities.

Qualifications and experience

- Advanced university degree(s), in one of the fields related to UNESCO's competences or equivalent relevant experience.
- At least 10 years' relevant professional experience at senior management level preferably within the United Nations system.
- Excellent knowledge of the Organization, such as its Constitution, methods of work, etc.

- Excellent knowledge of one working language (English or French) and good knowledge of the other. Other working languages of the General Conference (Arabic, Chinese, Russian and Spanish) would be an asset.

Competencies

- Strategic planning and management abilities, including capacity to administer extensive programmes, financial resources and exercise appropriate supervision and control;
- Ability to take initiative and maintain effective working relationships with people of different nationalities and cultural backgrounds;
- Capacity to provide intellectual leadership to guide staff and motivate teams in a multicultural environment;

- Ability to communicate effectively and persuasively, orally and in writing;
- Organizational skills, including in establishing plans and priorities and implementing activities effectively.
- Diplomacy, sense of tact and political astuteness.

Terms and conditions

The post is at grade D-2 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$178,448 (with dependants) or US \$163,937 (without dependants) per annum,

exempt from taxation. In addition, UNESCO offers an attractive benefits package, including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance.

Please note that UNESCO is a non-smoking Organization.

How to apply

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to:

Chief, Recruitment and Classification Section, Bureau of Human Resources Management, UNESCO, 7 Place de Fontenay, 75352 Paris 07 SP, France.

An Assessment Centre may be used in the recruitment process of this post.

Applications should reach UNESCO before **14 March 2010**. Please quote post number "GBS-001".

THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat.

Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.