



United Nations
Educational, Scientific and
Cultural Organization

The Minister of Civil Affairs and President of
the National Commission for UNESCO
Sarajevo
(Bosnia and Herzegovina)

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Ref.: CL/4065

Objet: **Assistant Director-General (ADG)
Bureau of Strategic Planning
BSP-001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant-Director-General of the Bureau of Strategic Planning.

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 **4 October 2014** 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: "**BSP 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.

A handwritten signature in dark ink, reading "Irina Bokova". The signature is fluid and cursive, with the first name "Irina" and the last name "Bokova" clearly distinguishable.

Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Title: ASSISTANT DIRECTOR-GENERAL FOR STRATEGIC PLANNING

Domain: Strategic Planning

Post Number: BSP 001

Grade: ADG

Organizational Unit: Bureau of Strategic Planning

Primary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$223,788

Deadline (midnight, Paris time): 4 October 2014

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 rising pressures of change and complex, interdisciplinary challenges.

Under the authority of the Director-General, the Assistant Director-General is responsible for the leadership and management of the Bureau of Strategic Planning and for providing strategic vision and coordination of programme and budgetary planning and monitoring, in liaison with Programme Assistant Director-Generals, for both Headquarters Sectors and Field Offices, in line with the Organization's Medium-Term Strategy for 2014-2021, the prevailing Programme and Budget and the emerging post-2015 development agenda.

The mission of the Bureau of Strategic Planning (BSP) is to coordinate the Secretariat's strategic, programmatic and budgeting issues, and cooperation with extrabudgetary funding sources and to develop, promote and coordinate public-private partnerships. The Bureau serves as the entry point for programme reporting and monitoring, and provides programme management support and backstopping to Field Offices for joint programming exercises.

The Bureau will focus on:

- preparation of the biennial Budget and quadrennial Programme of the Organization, ensuring compliance with guidance provided by the Governing Bodies, and coordination of the development of strategic approaches for a variety of programme issues;
- results-based management (RBM) and results-based budgeting (RBB), risk management approaches and preparing statutory reports on the implementation of the Approved Programme and Budget (C/5) and extrabudgetary projects;
- mobilization of extrabudgetary resources from traditional and new donors, with emphasis on thematic programmatic support in line with approved programme priorities and expansion and diversification of the donor base;
- oversight and backstopping of the programmatic activities of Field Offices, including for UNDAFs and joint United Nations system activities at national and regional levels;
- supervision of the Directors/Heads of Field Offices and coordination and management of their performance, based on programme delivery performance and other areas of their responsibility, in close coordination with Programme Assistant Director-Generals;
- providing leadership and coordination of UNESCO's participation in and contribution to the UN system inter-agency activities at global, regional and national levels, including in particular contributions to the Chief Executives' Board (CEB) and its subsidiary bodies HLCP, HLCM and undg and their related ad hoc groups;
- overseeing the implementation of the integrated comprehensive strategy for Category 2 institutes and centres.

The incumbent will interact and cooperate closely and at the highest level with government leaders and representatives, ministers and senior-level ministerial representatives, Permanent Delegations to and National Commissions for UNESCO, UNESCO intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), and other multilateral and bilateral organizations, non-governmental organizations, etc., with a view to furthering UNESCO's mandate and objectives as well as the priorities adopted by the governing bodies. The incumbent will also represent the Director-

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.

General in commissions of the governing bodies of UNESCO as well as at intergovernmental, international and regional conferences.

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/4](#) (UNESCO's Medium-Term Strategy, 2014–2021) and [37 C/5](#) (UNESCO's Programme and Budget for 2014–2017).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree or equivalent professional experience in Public Administration, International Affairs or any of UNESCO's fields of competence.

WORK EXPERIENCE

- Extensive and relevant professional experience in senior leadership/executive positions, in management, coordination, evaluation, budget and/or planning including substantial assignments of a regional and/or international nature.
- Several years of exposure to the requirements of international cooperation.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- Leadership capacity, high sense of objectivity, strong analytical capabilities, professional integrity, and diplomacy.
- Ability to exercise intellectual authority and leadership, as well as strong strategic and analytical drafting skills.
- Demonstrated experience in developing and managing the preparation of the programme and budget of a large international organization, including budgeting techniques and results-based budgeting approaches.
- Demonstrated experience in reform initiatives and change management leadership.
- Sound knowledge of general management practices, including governance and accountability, use of information and communications technology, and techniques of quality assurance and risk management.
- Good knowledge of UNESCO's programmes, demonstrated experience with United Nations system activities, and familiarity with recent debates on Medium Development Goals (MDGs) and post-2015 development agenda as well as United Nations reform developments.
- Experience in complex negotiations, diplomacy and tact, in representing organisations at international level and in interaction with governing bodies.
- Experience in guiding and motivating teams in a multicultural environment and in observance of diversity, as well as in performing supervisory and monitoring duties and ensuring training and staff development.
- Excellent interpersonal skills including the ability to manage relationships at all levels of the Organization.
- Demonstrated ability in the field of resource building and mobilization.
- Excellent communication skills with strong representational abilities.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- A Ph.D. degree in Public Administration, International Affairs or a discipline related to UNESCO's mandate would be an asset.
- Other degrees or short- to medium-term training in disciplines relevant to the post would be an advantage.

WORK EXPERIENCE

- A proven record of operating at senior level in international organisations of at least 10 to 15 years.
- Demonstrated experience of management at the international level.
- Professional experience gained in multicultural working environments would be an asset.

SKILLS/COMPETENCIES

- Proven ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks.
- Skills in administration and the management of financial and human resources.

LANGUAGES

- Knowledge of other official 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, 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 2014**

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

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