27 Nov. 2019

Ref.: CL/4297

Subject: Director (D-1),
Division for Education 2030
Sector for Education,
Paris, France
ED-035

Sir/Madam,

The vacancy notice for the post of Director, Division for Education 2030, 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 shall ensure that their applications are well received in the system. Once they have applied online, candidates will receive an email confirming the registration of their applications.

All applications must be correctly submitted by 27 December 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: “ED-035”, to the following address:

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

To Ministers responsible for relations with UNESCO
Only applications received at this address within the **deadline** shall be considered to ensure equitable treatment to all applications received.

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, DIVISION FOR EDUCATION 2030  
Domain: Education  
Post Number: ED-035  
Grade: D-1  
Organizational Unit: Education Sector  
Primary Location: Paris, France  
Type of contract: Fixed-Term  
Annual salary: Approx. US $145,209  
Deadline (midnight, Paris time): 26 December 2019

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

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO, as the lead agency for Sustainable Development Goal 4 on Quality Education and within the context of its strategic transformation, is currently seeking a pro-active, visionary Director for the Division for Education 2030. The right candidate will be a seasoned leader, able to foster trust through an inclusive approach and inspire others.

S/he will oversee the effective performance of UNESCO’s international lead coordination role for the SDG agenda 2030. The incumbent will be responsible for the development and implementation of the Division’s programme, including medium-term strategies, operational work plans and associated budgets. Further, s/he will ensure technical backstopping to UNESCO Field Offices in implementing the Division’s programme and activities.

Specifically, the incumbent shall:

• Provide intellectual, strategic and operational leadership for the Division in the pursuit of its main goals. Oversee the development of the Division’s programmes, strategy, goals and objectives and be further accountable for implementing a result-based approach in translating the approved Division’s mandate into an effective programme delivery plan;
• Manage and design operational mechanisms and/or action plans required to support and ensure efficiency and effectiveness in operations;
• Develop principles and approaches in respect of policy support to Members States in; (i) implementation of the SDG 4 agenda (ii) education for inclusion, languages and gender equality (iii) higher education, (iv) education for migration, displacement and emergencies;
• Provide strategic vision, guidance and quality assurance of UNESCO’s international lead coordination role of the SDG agenda 2030;
• Establish, develop and sustain strong working relations with governments, agencies, NGOs, private sector, civil society and other partners of UNESCO;
• Maintain motivated and effective staff of the Division for the purpose of formulating, planning, implementing, monitoring and evaluating its programmes;
• Manage and coordinate the resource mobilization for the Division’s programmes.

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 or equivalent) in education, sciences or related social sciences fields.

WORK EXPERIENCE
- Minimum 15 years of progressively responsible relevant professional experience in the field of education both at national and international level.
- Experience in strategic planning, change management and leading teams.
- Experience in resources mobilization and partnership development.

SKILLS AND COMPETENCIES
- Commitment to the Organization’s mandate, vision and priorities. Excellent knowledge of education policies at global level and international cooperation including thorough understanding of the Education 2030 agenda.
- Ability to accompany and lead change initiatives and persist in times of challenges.
- Good understanding of global trends and developments in higher education, education in emergencies and education for inclusion and gender equality.
- Proven leadership and managerial skills, a broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Demonstrated strategic planning and management skills, capacity to administer financial resources and exercise appropriate supervision and control.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate multidisciplinary teams in a multicultural environment, as well as ensure coaching and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.

LANGUAGES
- Excellent knowledge (written and spoken) of English or French and good working knowledge of the other.

DESIRABLE QUALIFICATIONS

EDUCATION
- A PhD in education, sciences or other related social science fields.
- Other degrees or short- to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE
- Experience in the field of international relations and diplomacy, multilateral cooperation and development.
- Experience working in an agile environment.
- Strong global professional network.

SKILLS AND COMPETENCIES
- Understanding of UNESCO’s strategic direction and familiarity of UNESCO’s operations.
- Knowledge of agile working methodology.

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 ISCS website.

Please note that UNESCO is a non-smoking Organization.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariats. Therefore, women 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 applies a zero tolerance policy against all forms of harassment.

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 1 October 2019

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