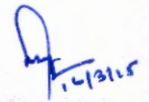


**Indian National Commission for Cooperation with UNESCO**  
**Government of India**  
**Ministry of Human Resources Development**  
**Department of Higher Education**

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UNESCO Headquarters, Paris has advertised for the **UNESCO Post of Assistant Director-General (ADG), Africa Department in Paris, France**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **25<sup>th</sup> April, 2015** under intimation to [inc.edu@nic.in](mailto:inc.edu@nic.in)

  
14/3/15

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यूनेस्को के साथ सहयोग के लिये  
भारतीय राष्ट्रीय आयोग  
INDIAN NATIONAL COMMISSION  
For Cooperation With UNESCO (INCCU)

यूनेस्को के साथ सहयोग के लिये  
भारतीय राष्ट्रीय आयोग  
INDIAN NATIONAL COMMISSION  
For Cooperation With UNESCO (INCCU)

FR 32674

The Minister of Human Resource Development,  
Communications & Information Technology  
New Delhi  
(India)

25 FEVRIER 2015



United Nations  
Educational, Scientific and  
Cultural Organization

Ref.: CL/4094

Subject: **Assistant Director-General (ADG)**  
**Africa Department**  
**Paris, France**  
**AFR 001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Africa Department in Paris (France).

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 **25 April 2015** at the latest. Should you have any queries, please send an email to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

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

Director a.i.  
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.

*Handwritten signature*  
12/01/15  
Mr. B. B. B.  
- P. A. A.

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 black ink, appearing to read 'Irina Bokova', written in a cursive style.

Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO

**Title:** ASSISTANT DIRECTOR-GENERAL FOR AFRICA  
DEPARTMENT

**Domain:** Programme Coordination

**Post Number:** AFR 001

**Grade:** ADG

**Organizational Unit:** Africa Department

**Primary Location:** Paris, France

**Recruitment open to:** Internal and external candidates

**Type of contract:** Fixed-Term

**Annual salary:** US \$181,676

**Deadline (midnight, Paris time):** 25 April 2015

### 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 rapid change and increasingly complex, social, economic and environmental challenges. The African Continent is at the forefront of economic, political and demographic change in the international environment. It is most severely stricken with extreme poverty, while some regions are experiencing unprecedented growth that must be sustained in the long term. UNESCO continues to support Africa in pursuit of its development efforts by granting the Organization's "global priority" status to Africa in its programmes over the last 20 years.*

Under the authority of the Director-General, the Assistant Director-General for Africa Department is responsible for providing intellectual leadership and strategic vision for the Africa Department in line with the Organization's Medium-Term Strategy for 2014-2021 (37 C/4) document and for the overall implementation of the Operational Strategy for Priority Africa for 2014-2021 and its six multidisciplinary flagship programmes as detailed in the approved Programme and Budget for 2014-2017 (37 C/5) document and for ensuring and enhancing UNESCO's action and visibility in Africa. This comprises the management, planning and coordination of the Department and its strategies, programmes and plans of action, as well as the mobilization of extrabudgetary resources and development of strategic and substantial partnerships, in particular with a strong emphasis of Inter-African and South-South partnerships, and partnerships with regional banks, the private sector and civil society while enhancing North-South and North-South-South cooperation.

The Africa Department serves as a focal point for UNESCO's relations with Africa Member States, the African Union and Africa's Regional Economic Communities, in close consultation with UNESCO's Programme Sectors, the UNESCO Liaison Office in Addis Ababa, and the Field Offices and Institutes concerned. To that effect, the Assistant Director-General will cooperate closely and at the highest level with government leaders and representatives, national authorities, ministries, Permanent Delegations of Member States to UNESCO, the African Union and other United Nations agencies, National Commissions for UNESCO, intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), other agencies within the United Nations system, multilateral and bilateral organizations, non-governmental organizations, etc., with a view to strengthening UNESCO's mandate, UNESCO's actions in Africa and to achieving the related expected results and demonstrable impact required by the governing bodies and the African Institutions, in particular the Africa Union and the Regional Economic Communities. The Assistant Director-General will ensure synergies and proactive interdisciplinary cooperation between the Africa Department and UNESCO's other Programme Sectors, and will cooperate closely with the Bureau of Strategic Planning (BSP) and UNESCO's corporate services and units, in particular in the context of UNESCO's Field Network Reform in Africa.

The Assistant Director-General will be responsible for leading and coordinating future-oriented and innovative thinking on changes, opportunities and challenges in Africa through forward-looking research and studies to ensure coherence and efficiency in implementing Priority Africa and in which future-oriented institutions active on the continent or working on Africa should participate.

The Assistant Director-General, also a member of the Senior Management Team, shall represent the Director-General in specialized commissions of UNESCO's governing bodies, as well as at intergovernmental, international and regional conferences and other fora, at the senior level.

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 a discipline related to UNESCO's mandate.

### **WORK EXPERIENCE**

- Extensive and relevant professional experience in senior leadership/executive positions in areas directly related to UNESCO's Africa Department Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

### **SKILLS/COMPETENCIES**

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability, use of information and communication technologies, and techniques of quality assurance and risk management.
- Demonstrated strategic planning and managerial skills to direct change processes within large institutions of national or international scope.
- Demonstrated ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks as well as mobilization of resources.
- Excellent judgment and decision-making abilities including strong advocacy and negotiation skills.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization.
- Excellent communication skills, both orally and in writing, in front of a broad range of constituents as well as the news media; with strong representational abilities.

### **LANGUAGES**

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

## **DESIRABLE QUALIFICATIONS**

### **EDUCATION**

- A PhD level degree in a discipline or one of its sub-disciplines related to the post or equivalent.
- Other university degrees or short to medium-term training in disciplines relevant to the post.

### **WORK EXPERIENCE**

- A proven record of senior management and professional experience at the international and intergovernmental levels.
- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to Africa and the elaboration of the post-2015 development agenda.
- Professional experience gained in multicultural working environments.
- Experience in conducting complex negotiations diplomatically and tactfully in the overall interest of pursuing UNESCO's mandate and mission.
- Experience in guiding staff and motivating teams in a culturally diverse environment, in performing supervisory and monitoring duties, and in ensuring training and staff development.

### **SKILLS/COMPETENCIES**

- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Demonstrated capacity to mobilize financial and other resources efficiently.
- Capacity to grasp global trends and developments, as well as to adapt and re-orient UNESCO strategies accordingly, in an innovative and creative manner.
- Skills in administration and the management of financial and human resources
- Skills and knowledge should include a solid understanding of global operational risk

*LANGUAGES*

- Knowledge of other official United Nations 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 January 2015**

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

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