

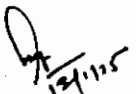
**Indian National Commission for Cooperation with UNESCO**  
**Government of India**  
**Ministry of Human Resources Development**  
**Department of Higher Education**

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UNESCO Headquarters, Paris has advertised for the post of **Director (D-2) Level, Bureau of Human Resources Management in Paris, France**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **9<sup>th</sup> February, 2015** under intimation to **inc.edu@nic.in**

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INDIAN NATIONAL COMMISSION  
For Cooperation With UNESCO (INC/COU)



United Nations  
Educational, Scientific and  
Cultural Organization

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

9 DECEMBRE 2014

Ref.: CL/4083

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

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Bureau of Human Resources Management 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 **9 February 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: "HRM 237", to the following address below:

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.

By No 4/2015/INC  
06/01

Ms. B. A.  
- P. P. A. A.  
- 21-11-15

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.



Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO



**Title:** DIRECTOR, BUREAU OF HUMAN RESOURCES  
MANAGEMENT  
**Domain:** Human Resources  
**Post Number:** HRM 237  
**Grade:** D-2  
**Organizational Unit:** Bureau of Human Resources Management  
**Primary Location:** Paris, France  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Fixed-term  
**Annual salary:** US \$168,385  
**Deadline (midnight, Paris time):** 9 February 2014

### OVERVIEW OF THE FUNCTIONS OF THE POST

*The Bureau of Human Resources Management seeks to align the Organization's human resources capacity with its mission and changing mandates and to ensure that the Secretariat can carry out its functions effectively and efficiently. The Director of the Bureau of Human Resources Management assists the Organization in accomplishing its objectives by providing direction and authoritative advice on matters related to the development, implementation, coordination, monitoring and communication of human resources strategies and policies to address the Organization's needs as well as those of individual staff. The Director is responsible for leading the overall formulation, planning and coordination for the Bureau of Human Resources Management which includes services such as benefits and entitlements, social security plans including pension and medical insurance, staffing, learning and development, organizational design and classification, administrative law, medical and staff well-being.*

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

- Provide authoritative advice to the Director-General and Governing Bodies on the establishment or modification of policies covering all aspects of human resources management, as well as providing intellectual and organizational leadership and strategic guidance to managers and staff throughout the Organization at Headquarters, in the field offices and the institutes on the application and implementation of policies, strategies, plans, projects and operational activities in a transparent and consistent manner and in line with United Nations standards;
- Develop and establish, in collaboration with the various stakeholders, medium- to long-term staffing strategies linked to the objectives, priorities and needs of the Organization to ensure effective programme delivery;
- Design, coordinate and implement the work programme for the Bureau, manage its resources, lead its operational activities, establish priorities and oversee the development and implementation of operating policies and standards including the identification of technology-based support tools;
- Represent the Director-General in joint staff-management meetings as well as in the various United Nations CEB HR meetings and fora including the International Civil Service Commission (ICSC), the HR Network and, as appropriate, the High-Level Committee on Management; represent and liaise with Representatives of the Permanent Delegations, Member and Observer States, intergovernmental bodies, international organizations, governmental and non-governmental organizations to advocate support and resources for the effectiveness of the Organization.

## **REQUIRED QUALIFICATIONS**

### *EDUCATION*

- Advanced university degree in human resources, public, business administration or management, or other related fields, or equivalent extensive professional experience.

### *WORK EXPERIENCE*

- A minimum of 15 years of progressively responsible professional experience at the national or international level in human resources management, including a significant part of this period at managerial level.

### *SKILLS/COMPETENCIES*

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- 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.
- 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). Knowledge of the second one is strongly desirable. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

## **DESIRABLE QUALIFICATIONS**

### *EDUCATION*

- Other degrees or short- to medium-term training in disciplines relevant to the post would be an advantage.

### *WORK EXPERIENCE*

- Senior level assignments at the international level and/or within the United Nations System.
- 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 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 and 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 October 2014**

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



**Representation  
above range**

**Representation  
within range**

**Representation  
below range**

**Nil**

Netherlands

Nigeria

Norway

Pakistan

Peru

Philippines

Poland

Republic of Korea

Republic of Moldova

Russian Federation

Saint Kitts and Nevis

Saint Lucia

Seychelles

Slovakia

South Africa

Spain

Syrian Arab Republic

The former Yugoslav

Republic of Macedonia

Togo

Trinidad and Tobago

Uganda

Ukraine

United Kingdom of Great

Britain and Northern

Ireland

Uruguay

Uzbekistan

Yemen

Zimbabwe

Saudi Arabia

Serbia

Sierra Leone

Somalia

Sri Lanka

Sudan

Swaziland

Sweden

Switzerland

Thailand

Turkey

Turkmenistan

United States of

America

Venezuela (Bolivarian

Republic of)

Viet Nam

Zambia