

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-1) for Division of Creativity in Paris, France (CL/4131)**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **6th October, 2015** under intimation to **inc.edu@nic.in**

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United Nations
Educational, Scientific and
Cultural Organization

Open for Information

06 AOUT 2015

Ref.: CL/4131

Subject: **Director (D-1)**
Division for Creativity
Paris, France
CLT 079

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Division for Creativity, 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 **6 October 2015** 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: "CLT 079", 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.

7, place de Fontenoy
75352 Paris 07 SP, France
Tél.: +33 (0)1 45 68 10 00
Fax: +33 (0)1 45 68 55 55

www.unesco.org

To Ministers responsible for relations with UNESCO

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.

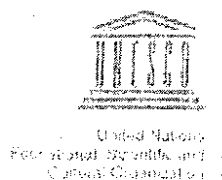
Accept, Sir/Madam, the assurances of my highest consideration.



Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: DIRECTOR, DIVISION FOR CREATIVITY
Domain: Culture
Post Number: CLT 079
Grade: D-1
Organizational Unit: Culture
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$138,245
Deadline (midnight, Paris time): 6 October 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

The Division for Creativity comprises the Section of Intangible Cultural Heritage and the Section for the Diversity of Cultural Expressions. The incumbent of the post of Director of the Division is responsible for providing intellectual leadership, strategic vision and direction in line with the Organization's Medium-Term Strategy for 2014-2021 (document 37 C/4), and for the implementation of the strategic objectives under the Division's mandate as outlined in the prevailing Programme and Budget for Major Programme IV (document 37 C/5) as approved by the Organization's Governing Bodies. The Division aims to further strengthen UNESCO's leadership in the field of cultural expressions and cultural and creative industries and to contribute to the integration of culture in the emerging post-2015 development agenda. In addition to the implementation of the UNESCO Conventions on the Safeguarding of the Intangible Cultural Heritage (2003) and the Protection and Promotion of the Diversity of Cultural Expressions (2005), the Division is also responsible for the monitoring and implementation of two related legal instruments: the Recommendation on the Status of the Artist (1980) and the Universal Copyright Convention (1952); as well as extrabudgetary thematic programmes in the field of creativity including, but not limited to, the International Fund for the Promotion of Culture (IFPC) and the Creative Cities Network.

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General for Culture, the incumbent will develop, coordinate and implement the work programme of the Division, manage its financial and human resources, lead its operational activities, establish priorities and oversee the development and implementation of programmatic strategies and standards. In particular, the incumbent will:

- Ensure and manage the coordination and implementation of the UNESCO Conventions on the Safeguarding of the Intangible Cultural Heritage (2003), the Protection and Promotion of the Diversity of Cultural Expressions (2005) and the two related legal instruments: the Recommendation on the Status of the Artist (1980) and the Universal Copyright Convention (1952); as well as the International Fund for the Promotion of Culture (IFPC) and the Creative Cities Network;
- Ensure the statutory meetings under the Conventions, follow-up on the implementation of key priorities and decisions of the Conventions' Governing Bodies;
- Promote the Division's work; enhance the visibility of the Division positioning it to serve as the global reference in its fields of competence;
- Advise and deliver world-class expertise to Member States and other key stakeholders in the field of culture and creativity;
- Identify and create opportunities for resource mobilization and building alliances and partnerships to ensure maximum impact for the Division, in particular as regards capacity-building efforts, communication and outreach to Member States and civil society.

For further information on the above mentioned specific programmes, candidates may consult our website: <http://en.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, preferably Ph.D. or equivalent degree, in the field of culture or social and human sciences.

WORK EXPERIENCE

- A minimum of 15 years' progressively responsible relevant professional experience at the appropriate management level, preferably within international institutions/organizations.

SKILLS/COMPETENCIES

- Knowledge of and commitment to the Organization's mandate, vision, strategic direction and priorities.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large team in a multicultural environment, with sensitivity and respect for diversity.
- Sound intellectual and analytical capacities, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven skills and experience in administration and the management of human and financial resources.
- Experience in designing and implementing policies and programmes.
- Excellent judgement and decision-making abilities, including strong negotiation skills.
- World-class expertise in one or more of UNESCO's standard-setting instruments and programmes in the field of creativity, especially the 2003 and 2005 Conventions.
- Ability to direct change processes at the management level, and familiarity with the administration of an institution accountable to governing bodies.
- Demonstrated ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks as well as mobilization of resources.
- Highly developed organizational skills, including in establishing plans and priorities, as well as in implementing them effectively, and in devising implementation plans.
- 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). Knowledge of the second one is highly 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.

WORK EXPERIENCE

- Senior-level assignments at the international level and/or in intergovernmental organizations.
- Knowledge of the United Nations Common System.
- Professional experience gained in multicultural environments.

SKILLS/COMPETENCIES

- Skills and experience in dealing with complex and challenging multi-stakeholder and organization initiatives that require tact, diplomacy and an awareness of political sensitivities.
- Broad general culture, good geopolitical knowledge.

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 July 2015**

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

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