

21 JAN. 2013

Ref.: CL/4008

Subject: **Director (D-1)**
**Mahatma Gandhi Institute of Education for Peace and Sustainable
Development (MGIEP)**
New Delhi, India
4INED0001GI

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP), based in New Delhi (India).

I enclose herewith information on the duties to be entrusted to the selected candidate, as well as 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.

I cannot overemphasize the importance I attach to having an outstanding candidate with an international profile 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.

Candidates who wish to be considered for this post are strongly encouraged to apply online, via the UNESCO website dedicated to *Careers*, as soon as possible and well before the closing date.

It is important to note that all applications must be completed by **21 March 2013**, at the latest, and must quote post number: "**4INED0001GI**".

Candidates without easy access to the Internet may, exceptionally, send their application by regular post to the following address:

Chief
Staffing, Benefits and Learning Section (HRM/SBL)
Bureau of Human Resources Management
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

28/01/13
6/2
we may circulate it put on
website
done
5/1/13
sd(vv)
on
5/2
MS. Vasanthan

It is important that all applications, including those sent by mail, meet the established deadline, and that they reach UNESCO prior to the closing date.

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.

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



Irina Bokova
Director-General

Encs: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

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Director-General
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www.unesco.org

Title: DIRECTOR OF THE MAHATMA GANDHI INSTITUTE OF EDUCATION FOR PEACE AND SUSTAINABLE DEVELOPMENT (MGIEP)

Domain: Education

Post Number: 4INED0001GI

Grade: D-1

Organizational Unit: Education Sector

Primary Location: New Delhi, India

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term (2 year contract – maximum duration 6 years)

Annual salary: US \$132,502

Deadline (midnight, Paris time): 21 March 2013

OVERVIEW OF THE FUNCTIONS OF THE POST

The Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) is a UNESCO specialized education institute (category 1). The Institute aims to promote the development of regional, sub-regional and national institutional capacities in education for peace and sustainable development, and to meet the related research and capacity-building needs of developing countries and countries in transition, with special focus on the Asia and the Pacific region.

Guided by the Institute's Governing Board, and under the overall authority of the Director-General and the direct supervision of the Assistant Director-General for Education (ADG/ED), the Director of MGIEP is responsible for administering the Institute, as well as for planning, implementing and reporting on its Programme and Budget. To this end, the incumbent will prepare the Institute's annual Draft Programme and Budget for submission to the Governing Board and, upon approval, draw up a detailed plan of activities, direct their implementation, and report on progress and results.

In cooperation with the Education Sector at UNESCO Headquarters and the UNESCO Regional Bureau for Education for Asia and the Pacific in Bangkok (Thailand), the incumbent will develop activities to strengthen cooperation in the area of peace education and education for sustainable development (ESD). He/She also will maintain close cooperation with the UNESCO Office in New Delhi and UNESCO Representative to India, Bhutan, Maldives and Sri Lanka, national authorities, United Nations agencies, development banks, bilateral organizations, non-governmental organizations, academic institutions, and other partners, with a view to generating projects and mobilizing funding. Moreover, the incumbent will be responsible for the Institute's human resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls. He/She shall be appointed for a maximum term of six (6) years.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree in education and/or social sciences.

WORK EXPERIENCE

- At least fifteen (15) years of progressive professional experience at the appropriate management level within the United Nations system or within other international or national institutions, including a wide experience in development issues related to education at the national and international levels.
- Experience in administering and developing research and training programmes in fields related to peace education and education for sustainable development (ESD).
- Experience in resource and partnership mobilization.
- Experience in the field of international relations and diplomacy.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply.

Worldwide mobility is required for staff members appointed to international posts.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

SKILLS/COMPETENCIES

- Commitment to the Institute's mandate, vision and strategic direction, as well as to its priorities.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes, manage financial resources and exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, as well as in implementing them effectively and devising implementation strategies.
- Proven skills in administration and the management of financial and human resources.
- Ability to provide intellectual leadership and motivate teams in a multicultural environment, as well as ensure training and development of staff.
- Ability to interact with a wide range of high-level partners, as well as demonstrated partnership development and fundraising experience.
- Strong analytical capabilities, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Ability to communicate effectively and persuasively, both orally and in writing.

LANGUAGES

- Excellent knowledge and drafting skills in English and a good knowledge of French. 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

- Courses/degree in a management-related field would be an asset.

SKILLS/COMPETENCIES

- Broad general culture and good geopolitical knowledge of the region.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Excellent interpersonal skills and ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.

LANGUAGES

- Knowledge of other United Nations languages (Arabic, Chinese, Russian and Spanish), as well as of Hindi would be an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in United States 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 December 2012**

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

**Representation
above range**

**Representation
within range**

**Representation
below range**

Nil

Nigeria
Norway
Pakistan
Peru
Philippines
Poland
Republic of Korea
Republic of Moldova
Russian Federation
Saint Kitts and Nevis
Saint Lucia
Seychelles
Sierra Leone
Slovakia
Syrian Arab Republic
The former Yugoslav
Republic of Macedonia
Togo
Uganda
Ukraine
United Kingdom of Great
Britain and Northern
Ireland
Uruguay
Uzbekistan
Zimbabwe

Sri Lanka
Sudan
Swaziland
Sweden
Switzerland
Thailand
Trinidad and Tobago
Turkey
Turkmenistan
United States of
America
Viet Nam
Yemen
Zambia