

**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 Science Policy and Capacity Building in Paris, France (CL/4130)**. Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **6<sup>th</sup> October, 2015** under intimation to **[inc.edu@nic.in](mailto:inc.edu@nic.in)**

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United Nations  
Educational, Scientific and  
Cultural Organization

Copy for information

**06 AOUT 2015**

Ref.: CL/4130

Subject: **Director (D-1)**  
**Division of Science Policy and Capacity-Building**  
**Paris, France**  
**SC 370**

Sir/Madam,

I wish to inform you that I have decided to re-advertise the post of Director of the Division of Science Policy and Capacity-Building 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](mailto:staffingteam@unesco.org).

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "SC 370", 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](http://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.

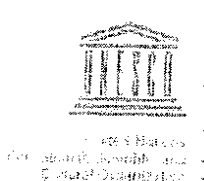
Accept, Sir/Madam, the assurances of my highest consideration.



Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO



Title: **DIRECTOR, DIVISION OF SCIENCE POLICY AND CAPACITY-BUILDING (re-advertisement)**  
Domain: Science Policies  
Post Number: SC 370  
Grade: D-1  
Organizational Unit: Natural Sciences Sector  
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 of Science Policy and Capacity-Building aims to strengthen Science, Technology, and Innovation (STI) systems and policy frameworks in UNESCO Member States. At a global level, the Division promotes the science-policy-society interface to advance the post-2015 agenda, sustainable development and innovation, for poverty eradication, in particular in Small Island Developing States (SIDS) and Least Developed Countries (LDCs). Actions in Member States include capacity building in STI policies, instruments and programmes, strengthening research and innovation capacity, and promoting local and indigenous knowledge at national, regional level. With the UNESCO Science Report and Go-SPIN the Division supports monitoring and evaluation of the impact of STI on sustainable development. The Division also builds and strengthens networks that promote the science-policy-interface, and promotes knowledge production and sharing in relevant fields of science and engineering.*

Under the authority of the Assistant Director-General for Natural Sciences, the incumbent will provide intellectual, strategic and operational leadership for the Division of Science Policy and Capacity Building promoting innovation in science and technology, science education, and science policy for sustainable development.

The incumbent will lead and provide guidance to UNESCO's International Basic Sciences Programme (IBSP) and in the engineering sciences and technology. This will include the formulation of evidence-based policies and practices for the promotion of science-society interactions that support sustainable development with emphasis on SIDS, LDCs and indigenous peoples and also the promotion of participatory governance of STI systems at national, regional and global levels. These responsibilities will involve the effective and efficient management of the Division's human and financial resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls. The incumbent will participate in the planning and execution of UNESCO's programme as a whole, in cooperation with all UNESCO Sectors as well as Field Offices and will organize cooperative activities and programmes within the field of basic and engineering sciences and technology with the United Nations and specialized agencies.

The incumbent will also ensure liaison, coordination and joint activities with the International Centre for Theoretical Physics (ICTP), other UNESCO-affiliated centres and institutions in the field of STI. The incumbent will support the Natural Sciences Sector in the cooperation with the Secretary-General's Scientific Advisory Board (SAB) and in regard to the post-2015 agenda and the sustainable development goals.

### REQUIRED QUALIFICATIONS

#### EDUCATION

- Advanced university degree in one of the fields of science, technology, policy development.

#### WORK EXPERIENCE

- A minimum of 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 UNESCO's areas of competence, in association with national and international organizations.
- Experience in advocacy, resources and partnership mobilization.
- Specialization and/or substantive experience in the area of natural sciences, especially in areas directly related to the post as well as an established record of publications in the field of science policy, basic sciences or engineering would be an asset.

**SKILLS/COMPETENCIES**

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven skills in administration and the management of financial and human resources.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources, as well as exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, as well as in implementing them effectively, and in devising implementation plans.
- Ability to interact with a wide range of high-level partners, and demonstrated partnership development and fundraising experience.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity, and exercise supervision and control, as well as ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the news media.
- Capacity to provide leadership for the mobilization of extrabudgetary resources and operational support to implement projects and activities undertaken jointly with external partners.

**LANGUAGES**

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

- Ph.D. in one of the fields of sciences, technology or policy development.
- 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, development.
- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.

**SKILLS/COMPETENCIES**

- Sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Excellent interpersonal and representational skills, as well as ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Good knowledge of the United Nations system.

**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 [JCSC 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**

<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	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	China	Luxembourg
	Democratic Republic of the Congo	Comoros	Malta
	Djibouti	Cook Islands	Marshall Islands
	Ecuador	Dominican Republic	Micronesia (Federated States of)
	Egypt	Eritrea	Monaco
	Finland	Estonia	Montenegro
	Gambia	Fiji	Nauru
	Germany	Gabon	Niue
	Ghana	Georgia	Palau
	Greece	Grenada	Paraguay
	Honduras	Guinea	Rwanda
	Ireland	Guinea-Bissau	Saint Vincent and the Grenadines
	Israel	Hungary	Samoa
	Jamaica	India	Singapore
	Japan	Indonesia	Slovenia
	Jordan	Iran (Islamic Republic of)	Solomon Islands
	Lao People's Democratic Republic	Iraq	South Sudan
	Latvia	Kenya	Suriname
	Lithuania	Kyrgyzstan	Tajikistan
	Madagascar	Libya	Timor-Leste
	Malawi	Maldives	Tonga
	Malaysia	Myanmar	Tuvalu
	Mali	Namibia	United Arab Emirates
	Mauritania	New Zealand	United Republic of Tanzania
	Mauritius	Nicaragua	Vanuatu
	Mongolia	Nigeria	
	Mozambique	Oman	
	Netherlands	Palestine	
	Niger	Panama	
	Norway	Papua New Guinea	
	Pakistan	Portugal	
	Peru	Qatar	
		San Marino	

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
	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		