

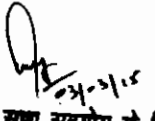
Indian National Commission for Cooperation with UNESCO
Government of India
Ministry of Human Resources Development
Department of Higher Education

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UNESCO Headquarters, Paris has advertised for the post of **Director (D-1) Level, International Institute for Higher Education in Latin America and the Caribbean (IESALC), Caracas, Venezuela.** Relevant details are on the next page.

Applications must be submitted online directly to UNESCO by **23rd March, 2015** under intimation to **inc.edu@nic.in**

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

As 24959 36

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

Dy No. 89/2015/INC

24/02

23 JANVIER 2015



United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4090

Subject: **Director (D-1)**
**International Institute for Higher Education in Latin America and
the Caribbean (IESALC)**
Caracas, Venezuela
3VEED0001IH

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the International Institute for Higher Education in Latin America and the Caribbean (IESALC) in Caracas (Venezuela).

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 23 March 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: "3VEED0001IH", to the following address below:

Director a.i.
Bureau of Human Resources Management (HRM)
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

Handwritten signature
24/1/15
Mr. Ding
- P. P. up

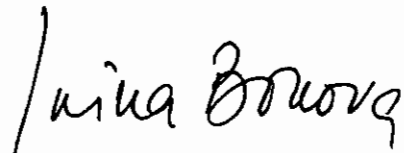
Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

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



United Nations
Educational, Scientific and
Cultural Organization

Title: DIRECTOR, INTERNATIONAL INSTITUTE FOR HIGHER EDUCATION IN LATIN AMERICA AND THE CARIBBEAN (IESALC)

Domain: Education – Higher Education

Post Number: 3VEED0001IH

Grade: D-1

Organizational Unit: Education Sector

Primary Location: Caracas, Venezuela

Recruitment open to: Internal and external candidates

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

Annual salary: US \$219,725

Deadline (midnight, Paris time): 23 March 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO International Institute for Higher Education in Latin America and the Caribbean (IESALC) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. IESALC promotes an integrated approach to the development and renewal of higher education in Latin America and the Caribbean as well as consolidates the expansion and improve the relevance and quality of higher education systems in order to meet the region's present and future needs.

Under the authority of UNESCO's Director-General and the direct supervision of the Assistant Director-General for Education, the incumbent, in close collaboration with the Director of the Regional Office of Education for Latin America and the Caribbean in Santiago, provides intellectual leadership and strategic vision to IESALC's regional programme and staff, ensuring that IESALC contributes fully to the achievement of UNESCO's objectives.

Guided by the general policies established by the Governing Board for the IESALC's programme and budget, the incumbent is responsible for administering the Institute and for planning, executing and reporting on its programme and budget. The incumbent's responsibilities also include human resource planning, recruitment and performance management, in order to develop motivated and effective teams with appropriate competencies to achieve IESALC's objectives; resource mobilization; and, acting as the external advocate for IESALC, liaising with financial partners and ministries of education, as well as with IESALC's other stakeholders. He/she will also maintain close cooperation with the national authorities, United Nations agencies, development banks, NGOs and bilateral organizations, with a view to implementing, monitoring and evaluating programmes in the area of higher education in the region which is characterized by a middle-income countries' context. In close cooperation with the Regional Office of Education for Latin America and the Caribbean in Santiago, the incumbent will develop activities to strengthen regional cooperation and fund-raising in the field, while partnering with academic institutions, both public and private.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree, preferably at Doctorate level or equivalent in the field of higher education, economics and/or social sciences.

WORK EXPERIENCE

- At least 15 years of relevant experience in leading multidisciplinary teams in the field of higher education or related areas of work, both at international and national levels in senior executive position, backed by several years of experience in management of establishments specialising in higher education, training institutions, science and technology and/or research.

SKILLS/COMPETENCIES

- Leadership, strategic planning and management ability including capacity to administer extensive programme, financial resources and exercise appropriate supervision and control.

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 equally are encouraged to apply. Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

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

- Experience in advocacy, ability to interact with a wide range of high-level partners and demonstrated experience in partnership development and partnership mobilization.
- Proven experience and achievements in fundraising.
- Experience in administration and management of financial and human resources at senior level.
- Relevant research ability to identify emerging educational needs to which an international research and training programme could make a substantial contribution as well as exploring new avenues and patterns of action.
- Excellent understanding of the global trends of higher education systems in Latin America and the Caribbean and other related fields.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment as well as ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.

LANGUAGES

- Excellent knowledge and drafting skills in English. Good working knowledge in Spanish.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other 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.

SKILLS/COMPETENCIES

- Strong global professional network.
- Experience within the United Nations system.

LANGUAGES

- Knowledge of other official United Nations languages (Arabic, Chinese, French or Russian).

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 December 2014**

Representation above range	Representation within range	Representation below range	Nil
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	Burundi	Belize	El Salvador
Italy	Cambodia	Bhutan	Equatorial Guinea
Lebanon	Chile	Bolivia (Plurinational State of)	Guatemala
Mexico	Colombia	Bosnia and Herzegovina	Guyana
Morocco	Congo	Botswana	Haiti
Nepal	Costa Rica	Brazil	Iceland
Niger	Côte d'Ivoire	Chad	Kiribati
Romania	Croatia	China	Kuwait
Spain	Cuba	Comoros	Lesotho
Senegal	Cyprus	Cook Islands	Liberia
Tunisia	Czech Republic	Djibouti	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	
	Netherlands	Qatar	
	Nigeria	Russian Federation	
	Norway	San Marino	
	Pakistan	Sao Tome and	

Representation above range	Representation within range	Representation below range	Nil
	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		