

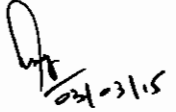
Indian National Commission for Cooperation with UNESCO
Government of India
Ministry of Human Resources Development
Department of Higher Education

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UNESCO Headquarters, Paris has advertised for the post of Director (D-1) Level, UNESCO Office in Kabul and UNESCO Representative to Afghanistan. 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)



United Nations
Educational, Scientific and
Cultural Organization

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

Ans 24946 28
Dy No 88/2015/INC
24/02

23 JANVIER 2015

Ref.: CL/4089

Objet: **Director (D-1)
UNESCO Office in Kabul and
UNESCO Representative to Afghanistan
4AFBSP0001RP**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Office in Kabul and UNESCO Representative to Afghanistan.

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: "**4AFBSP0001RP**", to the following address below:

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

Mr. Bina
- pr per up
24/2/15

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.

A handwritten signature in black ink, reading "Irina Bokova". The signature is written in a cursive style with a long vertical stroke on the left side.

Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Title: DIRECTOR OF OFFICE and
UNESCO REPRESENTATIVE TO AFGHANISTAN
Domain: Field Operations Coordination – Management
Post Number: 4AFBSP0001RP
Grade: D-1
Organizational Unit: UNESCO Office in Kabul
Primary Location: Kabul, Afghanistan
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$149,251
Deadline (midnight, Paris time): 23 March 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General of the Bureau of Strategic Planning (ADG/BSP) as regards house-wide coordination (including management, administration and reporting), and the Assistant Director-General for External Relations and Public Information (ADG/ERI) as regards representational functions, as well as in close consultation with the Assistant Directors-General (ADGs) of programme sectors, the Director of the UNESCO Office in Kabul will manage the multidisciplinary programme of this National Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of Afghanistan in all UNESCO's fields of competence (*education, the sciences, culture and communication*). This also will include the effective and efficient management of the Office's human and financial resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls. Moreover, the incumbent will participate, or ensure the participation of the Office, in all meetings and activities of the United Nations Country Team (UNCT) in the host country.

REQUIRED QUALIFICATIONS

EDUCATION

- University degree in a domain of relevance to UNESCO.

WORK EXPERIENCE

- At least ten (10) 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.

SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Demonstrated experience and/or expertise in one or several of UNESCO's fields of competence.
- 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.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members have 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.

- 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.
- Basic computer skills.

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 timeframe.

DESIRABLE QUALIFICATIONS

EDUCATION

- Courses/degree in a management-related field.

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

- Broad general culture, good geopolitical knowledge of the region, 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 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 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
Senegal	Cuba	Comoros	Lesotho
Spain	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		