

**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 Assistant Director General (ADG) of the Bureau of Strategic Planning. Relevant details are on the next page.

Applications must be submitted directly to UNESCO by **4<sup>th</sup> October, 2014** through online under intimation to **inc.edu@nic.in**

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United Nations  
Educational, Scientific and  
Cultural Organization

S. No. 170K

Dy No 251/2014/INC  
13108

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

04 AOÛt 2014

Ref.: CL/4065

Objet: **Assistant Director-General (ADG)  
Bureau of Strategic Planning  
BSP-001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant-Director-General of the Bureau of Strategic Planning.

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 **4 October 2014** 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: "**BSP 001**", 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.

Handwritten notes:  
13/09/14  
Mr. Bing  
- Pl. post up



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**Title:** ASSISTANT DIRECTOR-GENERAL FOR STRATEGIC PLANNING

**Domain:** Strategic Planning

**Post Number:** BSP 001

**Grade:** ADG

**Organizational Unit:** Bureau of Strategic Planning

**Primary Location:** Paris, France

**Recruitment open to:** Internal and external candidates

**Type of contract:** Fixed-Term

**Annual salary:** US \$223,788

**Deadline (midnight, Paris time):** 4 October 2014

### OVERVIEW OF THE FUNCTIONS OF THE POST

*UNESCO has a special role to play in strengthening the foundations of lasting peace and equitable and sustainable development. Advancing cooperation in education, the sciences, culture, communication and information is of strategic relevance at a time when societies across the world face rising pressures of change and complex, interdisciplinary challenges.*

Under the authority of the Director-General, the Assistant Director-General is responsible for the leadership and management of the Bureau of Strategic Planning and for providing strategic vision and coordination of programme and budgetary planning and monitoring, in liaison with Programme Assistant Director-Generals, for both Headquarters Sectors and Field Offices, in line with the Organization's Medium-Term Strategy for 2014-2021, the prevailing Programme and Budget and the emerging post-2015 development agenda.

The mission of the Bureau of Strategic Planning (BSP) is to coordinate the Secretariat's strategic, programmatic and budgeting issues, and cooperation with extrabudgetary funding sources and to develop, promote and coordinate public-private partnerships. The Bureau serves as the entry point for programme reporting and monitoring, and provides programme management support and backstopping to Field Offices for joint programming exercises.

The Bureau will focus on:

- preparation of the biennial Budget and quadrennial Programme of the Organization, ensuring compliance with guidance provided by the Governing Bodies, and coordination of the development of strategic approaches for a variety of programme issues;
- results-based management (RBM) and results-based budgeting (RBB), risk management approaches and preparing statutory reports on the implementation of the Approved Programme and Budget (C/5) and extrabudgetary projects;
- mobilization of extrabudgetary resources from traditional and new donors, with emphasis on thematic programmatic support in line with approved programme priorities and expansion and diversification of the donor base;
- oversight and backstopping of the programmatic activities of Field Offices, including for UNDAFs and joint United Nations system activities at national and regional levels;
- supervision of the Directors/Heads of Field Offices and coordination and management of their performance, based on programme delivery performance and other areas of their responsibility, in close coordination with Programme Assistant Director-Generals;
- providing leadership and coordination of UNESCO's participation in and contribution to the UN system inter-agency activities at global, regional and national levels, including in particular contributions to the Chief Executives' Board (CEB) and its subsidiary bodies HLCP, HLCM and UNDG and their related ad hoc groups;
- overseeing the implementation of the integrated comprehensive strategy for Category 2 institutes and centres.

The incumbent will interact and cooperate closely and at the highest level with government leaders and representatives, ministers and senior-level ministerial representatives, Permanent Delegations to and National Commissions for UNESCO, UNESCO intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), and other multilateral and bilateral organizations, non-governmental organizations, etc., with a view to furthering UNESCO's mandate and objectives as well as the priorities adopted by the governing bodies. The incumbent will also represent the Director-

*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.*

**Representation of Member States in posts subject  
to geographical distribution as at 1 June 2014**

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