

No. 30-48/2022-INC
Government of India
Ministry of Education
Department of Higher Education
UNESCO Branch

Shastri Bhavan, New Delhi
Dated 25th August, 2022

OFFICE MEMORANDUM

Subject: - Vacancy notice for the post of Director of the UNRWA Department of Education in Amman (Jordan).

The undersigned is directed to forward herewith a copy of the letter No. CL/4397 dated 27th July, 2022 received from Director General, UNESCO on the above noted subject and to request that the aforesaid material may please be uploaded on the Ministry of Education's website for transmitting the offer to all concerned.

Bindu
25/8/2022

(Bindu Rajagopalan)
Section Officer (UNESCO)
Email: inc.edu@nic.in
Tel.: 011- 2338 4442

Encl: As above.

Director (Stat.) & Web Master
R.K. Puram, New Delhi.

27 JUL. 2022

Ref.: CL/4397

Subject: **Director (D-2)**
UNRWA Department of Education in Amman, Jordan
5JOED0001RP

Sir/Madam,

I have the honour to inform you that the vacancy notice for the post of Director of the UNRWA Department of Education in Amman (Jordan) has been published.

Please find enclosed herewith further details on the post, including the required qualifications, experience and competencies.

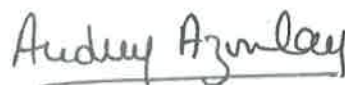
The Secretariat accords great importance to geographical distribution and gender balance in its staffing, particularly at the senior level. We therefore encourage all qualified candidates to apply.

Candidates who wish to be considered for this post should apply online, via the dedicated UNESCO website, *Careers*, as soon as possible and before the closing date, and ensure that their applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be correctly submitted by **9 September 2022** at the latest. Any queries may be addressed to staffingteam@unesco.org.

I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate, with a view to identifying outstanding candidates for this post.

Please accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Post Title: **DIRECTOR, UNRWA DEPARTMENT OF EDUCATION**

Post Number: **5JOED0001RP**

Grade: **D-2**

Parent Sector: **Education**

Duty Station: **Amman (Jordan)**

Job Family: **Education**

Type of contract: **Fixed-Term**

Duration of contract: **2 years, with possibility of renewal**

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

Application Deadline (*midnight, Paris time*): **9 September 2022**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO, in close collaboration with UNRWA, is currently seeking a pro-active, visionary Director for the UNRWA Department of Education. The right candidate will be an experienced leader, able to foster trust through an inclusive approach and to inspire others.

In conformity with the Memoranda of Understanding between the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) and UNESCO, and in line with the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances.

The Director of Education will become UNRWA staff member and will be under the authority of the Commissioner-General of UNRWA and under the direct supervision of the Deputy Commissioner General for the substantive aspects of the programme.

The Director of Education at UNRWA provides strategic leadership to a large and complex system of basic, secondary, technical, vocational and teacher-degree level education to over 540,000 Palestine refugee children and young people in five Fields of Operation: Lebanon, the Syrian Arab Republic, Jordan, West Bank and Gaza.

She/he will provide strategic leadership and technical support over the UNRWA Education Programme across the locations covered. She/he will provide day-to-day overall leadership to the education staff at UNRWA's Headquarters and ensure technical leadership to the Chiefs of Education of the different locations.

The incumbent will be a member of UNRWA's Executive Advisory Group (EAG) and the Senior Management Team (SMT), supporting the Agency in its overall planning and reporting processes, advocacy, and the implementation of any reforms taking place in UNRWA, and will participate in Leadership Team of UNESCO's Education Sector.

Specifically, the incumbent shall:

- Strategically direct the UNRWA Education Programme, with the objective of improving access, quality, equity, and inclusivity of education for Palestine refugees.
- Serve as authoritative adviser to the UNRWA Commissioner-General and Executive Office on all aspects of the Education Programme and in response to challenges and opportunities, based on the strategic orientations, priorities, and positions in the field of education set by UNRWA and UNESCO.
- Constantly liaise with UNESCO in order to ensure coherence in the provision of support to Palestine refugees in the field of education, based on UNESCO's data, practices, guidelines and positions.
- Oversee and support the strategic and technical perspective of operational decisions in all locations, and with regards to over 700 schools and 8 vocational training centres and two teacher training institutions.
- Provide strategic vision and guidance to ensure that the Education Programme is managed in a cohesive and integrated way, on the basis of available funds and in conformity with relevant UNRWA policies, rules and regulations.
- Lead on the UNRWA Agency-wide reporting and analysis with regards to technical support to the Field, collection and quality assurance of data, in line with Agency monitoring frameworks.
- As a member of the UNRWA Executive Advisory Group and the Senior Management Team, participate in the formulation of the general UNRWA policy, planning and reporting mechanisms.

- Provide strategic leadership on the further development and implementation of UNRWA ICT for Education (ICT4E) Strategy under the umbrella of the Agency's Digital Transformation Strategy.
- Provide advice to UNESCO in matters relating to education for Palestine refugees and Education in Emergencies (EiE).
- Establish, develop, and maintain working relations with key partners, most specifically Host Countries, other United Nations agencies, INGOs, other partners of UNRWA and UNESCO, to share and promote the work of UNRWA and to contribute to broader educational development.
- Maintain motivated and effective staff in the department for the purpose of formulating, planning, implementing, monitoring and evaluating its programmes.

COMPETENCIES (Core/Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)

Building partnerships (M)
Driving and managing change (M)
Strategic thinking (M)
Making quality decisions (M)
Managing performance (M)
Leading and empowering others (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in education, education planning or related social sciences fields.

Work Experience

- Minimum 15 years of progressively responsible relevant professional experience in the field of education both at national and international level, of which several years of experience in senior management positions.
- Experience in resources mobilization and partnership development.

Skills and Competencies

- Strong commitment to the mandate, vision and priorities of UNESCO and UNRWA.
- Sound understanding of regional/international political trends, and United Nations, UNESCO and UNRWA policy and practice, within the larger context of humanitarian and development agencies in general.
- Knowledge of education systems in different countries, including the Arab Region.
- Excellent understanding of global trends and developments in education, including the Education 2020 Agenda.
- Proven intellectual leadership and managerial skills, as well as capacity to motivate multidisciplinary teams in a multicultural environment and ensure coaching and development of staff.
- Broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Demonstrated strategic planning, management skills and capacity to administer financial resources.
- Demonstrated proficiency in introducing innovation and change to enhance capacity and programme effectiveness.
- Demonstrated interpersonal skills and ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities in national, regional and international settings.

Languages

- Excellent knowledge (written and spoken) of English.

DESIRABLE QUALIFICATIONS

Education

- A PhD in education or other related social science fields.

Work experience

- Experience in the field of international relations and diplomacy, multilateral cooperation and development.
- Experience within the United Nations system.
- Strong global professional network.

Languages

- Knowledge (written and spoken) of Arabic and/or French.
- Knowledge of other official languages of UNESCO (Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc. **The approximate annual starting salary for this position is US \$167,297.**

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

UNRWA is a non-smoking work environment.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information.

To apply, please visit the [UNESCO Careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality.

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

UNESCO does not charge a fee at any stage of the recruitment process.

**Representation of Member States in posts subject
to geographical distribution as at 30 June 2022**

Representation above range	Representation within range	Representation below range	Not represented
Algeria	Afghanistan	Albania	Andorra
Argentina	Australia	Antigua and Barbuda	Angola
Belgium	Austria	Armenia	Bahamas
Benin	Azerbaijan	Bangladesh	Bahrain
Cameroon	Bolivia (Plurinational State of)	Belarus	Barbados
Canada	Bosnia and Herzegovina	Belize	Bhutan
Colombia	Brazil	Botswana	Brunei Darussalam
Democratic Republic of the Congo	Bulgaria	Cabo Verde	Central African Republic
Ethiopia	Burkina Faso	China	Chad
Finland	Burundi	Cook Islands	Dominican Republic
France	Cambodia	Costa Rica	El Salvador
Greece	Chile	Croatia	Equatorial Guinea
Italy	Comoros	Cyprus	Guatemala
Lebanon	Congo	Djibouti	Guyana
Morocco	Côte d'Ivoire	Dominica	Haiti
Nepal	Cuba	Eritrea	Iceland
Senegal	Czechia	Estonia	Kiribati
South Africa	Democratic People's Republic of Korea	Fiji	Kuwait
Spain	Denmark	Gabon	Luxembourg
Tunisia	Ecuador	Grenada	Maldives
Uganda	Egypt	Guinea-Bissau	Malta
	Eswatini	Hungary	Marshall Islands
	Gambia	India	Micronesia (Federated States of)
	Georgia	Indonesia	Monaco
	Germany	Iraq	Nauru
	Ghana	Kazakhstan	Niue
	Guinea	Lesotho	Palau
	Honduras	Liberia	Panama
	Iran (Islamic Republic of)	Madagascar	Qatar
	Ireland	Malawi	Saint Vincent and the Grenadines
	Jamaica	Mauritania	Samoa
	Japan	Montenegro	San Marino
	Jordan	Myanmar	Solomon Islands
	Kenya	New Zealand	South Sudan
	Kyrgyzstan	Nicaragua	Sri Lanka
	Lao People's Democratic Republic	Nigeria	Suriname
	Latvia	North Macedonia	Tajikistan
	Libya	Norway	Timor-Leste
	Lithuania	Oman	Tonga
	Malaysia	Papua New Guinea	Tuvalu
	Mali	Peru	United Arab Emirates
	Mauritius	Republic of Korea	Vanuatu
	Mexico	Rwanda	
		Sao Tome and Principe	
		Saudi Arabia	

Mongolia	Serbia
Mozambique	Sierra Leone
Namibia	Singapore
Netherlands	Slovakia
Niger	Somalia
Pakistan	Switzerland
Palestine	Thailand
Paraguay	Trinidad and Tobago
Philippines	Türkiye
Poland	Turkmenistan
Portugal	Venezuela (Bolivarian Republic of)
Republic of Moldova	Yemen
Romania	
Russian Federation	
Saint Kitts and Nevis	
Saint Lucia	
Seychelles	
Slovenia	
Sudan	
Sweden	
Syrian Arab Republic	
Togo	
Ukraine	
United Kingdom of Great Britain and Northern Ireland	
United Republic of Tanzania	
Uruguay	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	