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22/11/2022

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Ref.: CL/4409

Subject: Director (D-2)

UNESCO Regional Multisectoral Office in Bangkok (Thailand) and
UNESCO Representative to Thailand, Myanmar, Lao People's
Democratic Republic and Singapore
Bangkok, Thailand
4THPAX0001RP

Sir/Madam,

I have the honour to inform you that the vacancy notice for the post of Director of the UNESCO Regional Multisectoral Office in Bangkok (Thailand) and UNESCO Representative to Thailand, Myanmar, Lao People's Democratic Republic and Singapore 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, 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.

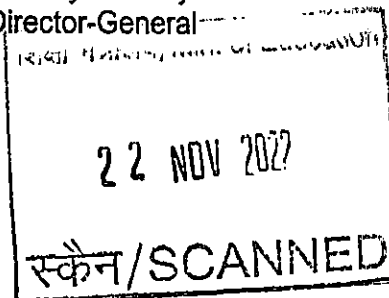
All applications must be correctly submitted by **23 December 2022** at the latest. Any queries may be addressed to staffingteam@unesco.org.

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

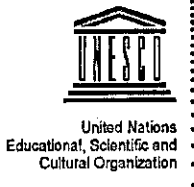
Audrey Azoulay
Director-General



Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

To Ministers responsible for relations with UNESCO



Post Title: DIRECTOR, UNESCO REGIONAL MULTISECTORAL OFFICE IN BANGKOK AND UNESCO REPRESENTATIVE TO THAILAND, MYANMAR, LAO PEOPLE'S DEMOCRATIC REPUBLIC AND SINGAPORE

Post Number: 4THPAX0001RP

Grade: D-2

Parent Sector: Priority Africa and External Relations

Duty Station: Bangkok (Thailand)

Job Family: External Relations

Type of contract: Fixed-Term

Duration of contract: 2 years, renewable

Recruitment open to: Internal and external candidates

Application Deadline (*midnight, Paris time*): **23 December 2022**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General, the direct supervision of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) as regards the overall functioning of the office and representational functions, and of the Programme Assistant Directors-General as regards to the programmatic aspects related to the functions of the office as Regional Multisectoral Office, the incumbent acts as Director of the UNESCO Regional Multisectoral Office in Bangkok, covering Thailand, Myanmar, Lao People's Democratic Republic, Singapore, Viet Nam and Cambodia and as UNESCO Representative to Thailand, Myanmar, Lao People's Democratic Republic and Singapore.

The incumbent will expand and manage the multidisciplinary programme of the Office and provide intellectual, strategic and operational leadership in planning and implementing activities, responding to the priority needs of Thailand, Myanmar, Lao People's Democratic Republic and Singapore in UNESCO's fields of competence, participating in the activities of the UN at the national level in these countries, and managing external relations and partnerships. The incumbent also ensures backstopping as regards national programme activities of the National Offices in Hanoi (Viet Nam) and Phnom Penh (Cambodia).

The incumbent will also act as the Regional Representative in the United Nations Sustainable Development Group (UNSDG) and therefore serve as the regional coordinator, ensuring UNESCO's contribution to the United Nations reform for the Asia Pacific region.

The incumbent works within the framework of UNESCO's Medium-Term Strategies (C/4s), approved Programmes and Budgets (C/5s), the Priority Gender Equality Action Plan and international agreed development agendas such as Agenda 2030.

COMPETENCIES (Core/Managerial)

Communication (C)	Building partnerships (M)
Accountability (C)	Driving and managing change (M)
Innovation (C)	Strategic thinking (M)
Knowledge sharing and continuous improvement (C)	Making quality decisions (M)
Planning and organizing (C)	Managing performance (M)
Results focus (C)	Leading and empowering others (M)
Teamwork (C)	
Professionalism (C)	

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent degree) in a discipline related to UNESCO's mandate, public or business administration or international relations, or related field.

Work Experience

- At least fifteen (15) years of progressive professional experience at the appropriate management level within the United Nations system, other international, national or private sector institutions, including a wide experience in diplomatic work or development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Demonstrated experience in advocacy and resources mobilization.
- Proven partnership experience with successful implementation of partners at global, local and community levels.
- Professional experience in the field of education, sciences, culture, social sciences or communication.

Skills and 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.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and projects, financial and human resources, as well as to exercise appropriate supervision and control.
- 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, as well as exercise supervision and control and ensure continuous training and development of staff.
- Ability to identify key strategic issues, objectives, opportunities, and risks.
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Ability to communicate effectively and persuasively, both orally and in writing; demonstrated ability to interact with a wide range of high-level partners.

Languages

- Excellent knowledge and drafting skills in one of the working languages (English or French) of the Organization and working knowledge of the second language.

DESIRABLE QUALIFICATIONS**Education**

- Courses/degree/training in a management-related field.

Work Experience

- Experience in the field of international relations and diplomacy, multilateral cooperation, development.
- Five (5) to eight (8) years of experience in post-crisis/post-disaster situations.

Skills and Competencies

- Broad general culture, good geopolitical knowledge of the region and 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 skills and 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 languages of UNESCO (Arabic, 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 post is US \$161,220.

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

Please note that UNESCO is a non-smoking Organization.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an online 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 31 August 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	Costa Rica
France	Cambodia	Croatia	Dominican Republic
Greece	Chile	Cyprus	El Salvador
Italy	Comoros	Djibouti	Equatorial Guinea
Lebanon	Congo	Dominica	Guatemala
Mexico	Côte d'Ivoire	Eritrea	Guyana
Morocco	Cuba	Estonia	Haiti
Nepal	Czechia	Fiji	Iceland
Senegal	Democratic People's Republic of Korea	Gabon	Kiribati
South Africa	Denmark	Grenada	Kuwait
Spain	Ecuador	Guinea-Bissau	Maldives
Tunisia	Egypt	Hungary	Malta
Uganda	Eswatini	India	Marshall Islands
	Gambia	Indonesia	Micronesia (Federated States of)
	Georgia	Iraq	
	Germany	Kazakhstan	
	Ghana	Lesotho	Monaco
	Guinea	Liberia	Nauru
	Honduras	Luxembourg	Niue
	Iran (Islamic Republic of)	Madagascar	Palau
	Ireland	Malawi	Panama
	Jamaica	Mauritania	Qatar
	Japan	Montenegro	Saint Vincent and the Grenadines
	Jordan	Myanmar	
	Kenya	New Zealand	Samoa
	Kyrgyzstan	Nicaragua	San Marino
	Lao People's Democratic Republic	Nigeria	Solomon Islands
	Latvia	North Macedonia	South Sudan
	Libya	Norway	Sri Lanka
	Lithuania	Oman	Suriname
	Malaysia	Papua New Guinea	Tajikistan
	Mali	Peru	Timor-Leste
	Mauritius	Republic of Korea	Tonga
	Mongolia	Rwanda	Tuvalu
	Mozambique	Sao Tome and Principe	United Arab Emirates
	Namibia	Saudi Arabia	Vanuatu
	Netherlands	Serbia	
		Sierra Leone	
		Singapore	

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Niger	Slovakia
Pakistan	Somalia
Palestine	Switzerland
Paraguay	Thailand
Philippines	Trinidad and Tobago
Poland	Türkiye
Portugal	Turkmenistan
Republic of Moldova	Venezuela (Bolivarian
Romania	Republic of)
Russian Federation	Yemen
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	