

F.No.2-8/2014 UNESCO Cell
Government of India
Ministry of Culture

.....
New Delhi, the 11th January, 2018

To,

Heads of all Attached/Subordinates offices and
Autonomous Organizations, Ministry of Culture

**Subject: Circulation of advertisement received from UNESCO for UNESCO
Post/vacancies – reg.**

Sir/Madam,

Please find enclosed herewith a copy of O.M. received from Ministry of HRD forwarding therewith copies of the vacancy circular received from the UNESCO Headquarters, Paris for the following Post/vacancies:

- (i) Deputy Director-General (DDG) Office of the Director-General in Parties, France- DIG 006
- (ii) Assistant Director-General (ADG) Cultural Sector in Paris, France- CLT 001
- (iii) Assistant Director-General for Communication and Information (ADG) Communication and Information Sector in Paris, France- CI 001
- (iv) Assistant Director-General for Education (ADG) in Paris, France- ED 001

2. It may be mentioned that that the candidates who wish to be considered for the posts need to apply online via the dedicated UNESCO Website latest by 15th January, 2018.

3. In this regard, it is requested that the vacancy advertisement be uploaded on the website of your organization to attract the attention of interested candidates.

Encl: As above.

Yours faithfully,



(Madan Chaurasia)

Under Secretary to the Government of India

Telefax: 23387875

Copy to: NIC Cell – for uploading on the website of Ministry of Culture

(203)
05/01/18

F.No. 9-1/2018-INC
Government of India
Ministry of Human Resource Development
Department of Higher Education
(INC Section)

.....

Shastri Bhavan, New Delhi
Dated the 4th January, 2018

OFFICE MEMORANDUM

**Subject:- Circulation of applications received from UNESCO for UNESCO
Post/vacancies – reg.**

- (i) Deputy Director – General (DDG) Office of the Director-General in Paris, France – DIG 006
 - (ii) Assistant Director – General (ADG) Cultural Sector in Paris, France – CLT 001
 - (iii) Assistant Director – General For Communication and Information (ADG) Communication and Information Sector in Paris, France – CI 001
 - (iv) Assistant Director – General for Education (ADG) in Paris, France – ED 001
-

The undersigned is directed to forward herewith copies of the vacancy circular Nos. CL/4224, CL/4225, CL/4226 & CL/4227 dated 15th December, 2017 received from the UNESCO Headquarter, Paris, France on the subject mentioned above.

2. The description of duties and responsibilities, as well as Educational Qualification and experience required for the post is enclosed.
3. It is requested that the post/vacancy may be brought to the notice of the concerned Organization(s)/ Institution(s) under your administrative control.

Siljo V.K.
(Siljo V.K.)

Deputy Secretary to the Govt. of India
Tel.: 23073815

Encl.: As above

✓ Minsitry of Culture
(Kind Attn: Mr. M.L. Srivastava, Joint Secetary)
UNESCO Division
334A, C-Wing, Shastri Bhawan, New Delhi

US CONFER CO
7/11



United Nations
Educational, Scientific and
Cultural Organization

15 DEC. 2017

Ref.: CL/4224

Subject: **Deputy Director-General (DDG)**
Office of the Director-General
Paris, France
DIG 006

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Deputy Director-General, Office of the Director-General, in Paris (France).

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 **15 January 2018** 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: "**DIG 006**", 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.

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 shall not 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.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Title: DEPUTY DIRECTOR-GENERAL, OFFICE OF THE
DIRECTOR-GENERAL

Domain: Administration

Post Number: DIG 006

Grade: DDG

Organizational Unit: Office of the Director-General

Primary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$217,408

Deadline (midnight, Paris time): 15 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO has a special role to play in strengthening the foundations of lasting peace, as well as 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 rapid change and increasingly complex social, economic and environmental challenges.

Within the framework of UNESCO's mandate and its strategic objectives, and under the authority of the Director-General, the Deputy Director-General provides strategic direction and oversight to the Director-General on the general management of the Organization.

The incumbent supports the Director-General in ensuring coherence of activities and programmes, at Headquarters and in the Field.

Specifically, the incumbent will:

- provide advice to the Director-General on the management of programmes and operations of the Organization;
- support the Director-General in ensuring UNESCO's relevance and impact sustained through strategic leadership and effective engagement;
- undertake initiatives of high priority at the request of the Director-General;
- represent the Director-General and chair various meetings and task forces and act on behalf of the Director-General during her absence and when required;
- carry out and hold any additional responsibilities as delegated by the Director-General.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: 37 C/4 (UNESCO's Medium-Term Strategy, 2014–2021) and 39 C/5 (Draft UNESCO's Programme and Budget for 2018–2019).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the field of culture.

WORK EXPERIENCE

- Extensive and relevant professional experience in senior leadership/executive positions, including substantial assignments at the regional and/or international level.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.

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 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.

- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.
- Excellent communication skills with strong representational abilities.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- A Ph.D. level degree in a discipline related to the post.

WORK EXPERIENCE

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the 2030 Agenda for Sustainable Development.

SKILLS/COMPETENCIES

- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

LANGUAGES

- Knowledge of other United Nations languages (Arabic, Chinese, Russian and 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 November 2017**

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

| | |
|-------------------------|-----------------------|
| Nigeria | Saudi Arabia |
| Norway | Sierra Leone |
| Oman | Singapore |
| Pakistan | Slovakia |
| Palestine | Slovenia |
| Philippines | Sudan |
| Portugal | Swaziland |
| Republic of Korea | Sweden |
| Republic of Moldova | Switzerland |
| Saint Kitts and Nevis | Thailand |
| Saint Lucia | Turkey |
| Senegal | Turkmenistan |
| Seychelles | United Republic of |
| Syrian Arab Republic | Tanzania |
| The former Yugoslav | United States of |
| Republic of Macedonia | America |
| Togo | Uruguay |
| Trinidad and Tobago | Venezuela (Bolivarian |
| Uganda | Republic of) |
| Ukraine | Yemen |
| United Kingdom of Great | |
| Britain and Northern | |
| Ireland | |
| Uzbekistan | |
| Viet Nam | |
| Zambia | |
| Zimbabwe | |



United Nations
Educational, Scientific and
Cultural Organization

210
15 DEC. 2017

Ref.: CL/4225

Subject: **Assistant Director-General (ADG)**
Culture Sector
Paris, France
CLT 001

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Culture in Paris (France).

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 **15 January 2018** 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: "**CLT 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.

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 shall not 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.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Title: ASSISTANT DIRECTOR-GENERAL FOR CULTURE
Domain: Culture
Post Number: CLT 001
Grade: ADG
Organizational Unit: Culture Sector
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$199,405
Deadline (midnight, Paris time): 15 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

The Culture Sector's mission is to promote the role of culture, heritage and creativity as an important enabler of sustainable economic and social development, a source of knowledge and resilience and a vector for dialogue and cooperation. The Culture Sector will also support Member States in their efforts to implement the six cultural conventions as platforms towards the implementation of the 2030 Agenda for Sustainable Development, and mitigate the impact of conflicts and natural disasters on culture.

Under the authority of the Director-General, the Assistant Director-General for Culture is responsible for providing leadership and for establishing a strategic vision for the Culture Sector. The Assistant Director-General for Culture also is responsible for the overall implementation of the Culture Major Programme, as approved by UNESCO's governing bodies. The incumbent will cooperate closely with other ADG in order to focus on transversal issues.

The Culture Programme will focus on:

- protecting, conserving, promoting and transmitting culture and heritage for dialogue and development;
- fostering creativity and the diversity of cultural expressions, as well as the safeguarding of intangible cultural heritage for sustainable development;
- mobilizing extrabudgetary resources and establishing partnerships with public and private entities to support the implementation of the Sector's overall programme;
- anticipating and developing new ideas and innovative activities in order to meet cultural challenges.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: *37 C/4 (UNESCO's Medium-Term Strategy, 2014–2021)* and *39 C/5 (Draft UNESCO's Programme and Budget for 2018–2019)*.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the field of culture.

WORK EXPERIENCE

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Culture Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.

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 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.

- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Excellent communication skills with strong representational abilities.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- A Ph.D. level degree in the field of culture or one of its sub-disciplines would be an asset.

WORK EXPERIENCE

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the 2030 Agenda for Sustainable Development.

SKILLS/COMPETENCIES

- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

LANGUAGES

- Working knowledge of the second language (English or French).
- Knowledge of other official UN 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 November 2017**

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

| Representation above range | Representation within range | Representation below range | Nil |
|-------------------------------|--|---------------------------------------|-----|
| | Nigeria | Saudi Arabia | |
| | Norway | Sierra Leone | |
| | Oman | Singapore | |
| | Pakistan | Slovakia | |
| | Palestine | Slovenia | |
| | Philippines | Sudan | |
| | Portugal | Swaziland | |
| | Republic of Korea | Sweden | |
| | Republic of Moldova | Switzerland | |
| | Saint Kitts and Nevis | Thailand | |
| | Saint Lucia | Turkey | |
| | Senegal | Turkmenistan | |
| | Seychelles | United Republic of Tanzania | |
| | Syrian Arab Republic | United States of America | |
| | The former Yugoslav Republic of Macedonia | Uruguay | |
| | Togo | Venezuela (Bolivarian Republic of) | |
| | Trinidad and Tobago | Yemen | |
| | Uganda | | |
| | Ukraine | | |
| | United Kingdom of Great Britain and Northern Ireland | | |
| | Uzbekistan | | |
| | Viet Nam | | |
| | Zambia | | |
| | Zimbabwe | | |



United Nations
Educational, Scientific and
Cultural Organization

13 (216)
15 DEC. 2017

Ref.: CL/4226

Subject: **Assistant Director-General for Communication and Information
(ADG)
Communication and Information Sector
Paris, France
CI 001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Communication and Information in Paris (France).

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 **15 January 2018** 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: "**CI 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.

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 shall not 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.

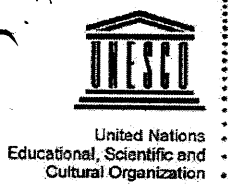
Accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: ASSISTANT DIRECTOR-GENERAL FOR
COMMUNICATION AND INFORMATION
Domain: Communication and Information
Post Number: CI 001
Grade: ADG
Organizational Unit: Communication and Information Sector
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$199,405
Deadline (midnight, Paris time): 15 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

The Communication and Information Sector's mission is to promote freedom of expression, media independence and pluralism, build knowledge societies through information and communication technologies (ICTs), and foster universal access and preservation of documentary heritage.

Under the authority of the Director-General, the Assistant Director-General for Communication and Information is responsible for providing leadership and for establishing a strategic vision for the Communication and Information Sector. The Assistant Director-General for Communication and Information is also responsible for the overall implementation of the Communication and Information Programme, as approved by UNESCO's governing bodies. The incumbent will cooperate closely with other ADG in order to focus on transversal issues.

The Communication and Information Programme will focus on:

- fostering freedom of expression online and offline, promoting the safety of journalists, advancing diversity and participation in media, and supporting independent media;
- building Knowledge Societies through ICTs by enabling universal access to, and preservation of, information and knowledge;
- mobilizing extrabudgetary resources and establishing partnerships with public and private entities to support the implementation of the Sector's overall programme.
- anticipating and developing new ideas and innovative activities in order to meet digital challenges.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: 37 C/4 (UNESCO's Medium-Term Strategy, 2014–2021) and 39 C/5 (Draft UNESCO's Programme and Budget for 2018–2019).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the fields of communication and/or information.

WORK EXPERIENCE

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Communication and Information Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.

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.

- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.
- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Excellent communication skills with strong representational abilities.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- A PhD level degree in the fields of communication and/or information or one of its sub-disciplines would be an asset.

WORK EXPERIENCE

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the 2030 Agenda for Sustainable Development.

SKILLS/COMPETENCIES

- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

LANGUAGES

- Working knowledge of the second language (English or French).
- Knowledge of other official UN 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, as well as 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 November 2017**

| Representation above range | Representation within range | Representation below range | Nil |
|---------------------------------------|--|---------------------------------------|--|
| Belgium | Afghanistan | Andorra | Angola |
| Benin | Albania | Antigua and Barbuda | Armenia |
| Bulgaria | Algeria | Australia | Bahrain |
| Cameroon | Argentina | Bahamas | Brunei Darussalam |
| Canada | Austria | Barbados | Cabo Verde |
| Denmark | Azerbaijan | Belarus | Central African Republic |
| Ethiopia | Bangladesh | Belize | Chad |
| France | Bolivia (Plurinational State of) | Bhutan | El Salvador |
| Gambia | Bosnia and Herzegovina | Botswana | Equatorial Guinea |
| Greece | Burkina Faso | Brazil | Guyana |
| Italy | Burundi | China | Iceland |
| Lebanon | Cambodia | Comoros | Kiribati |
| Mexico | Chile | Cook Islands | Kuwait |
| Morocco | Colombia | Dominica | Lesotho |
| Nepal | Congo | Dominican Republic | Malta |
| Romania | Costa Rica | Egypt | Marshall Islands |
| South Africa | Côte d'Ivoire | Eritrea | Mauritania |
| Spain | Croatia | Estonia | Micronesia (Federated States of) |
| Tunisia | Cuba | Fiji | Monaco |
| | Cyprus | Gabon | Nauru |
| | Czechia | Georgia | Niue |
| | Democratic People's Republic of Korea | Ghana | Palau |
| | Democratic Republic of the Congo | Grenada | Rwanda |
| | Djibouti | Guatemala | Saint Vincent and the Grenadines |
| | Ecuador | Guinea | Samoa |
| | Finland | Guinea-Bissau | Serbia |
| | Germany | Haiti | Solomon Islands |
| | Honduras | Indonesia | Somalia |
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| | India | Iraq | Sri Lanka |
| | Ireland | Kazakhstan | Suriname |
| | Israel | Kyrgyzstan | Tajikistan |
| | Jamaica | Latvia | Timor-Leste |
| | Japan | Liberia | Tonga |
| | Jordan | Libya | Tuvalu |
| | Kenya | Luxembourg | United Arab Emirates |
| | Lao People's Democratic Republic | Malawi | Vanuatu |
| | Lithuania | Maldives | |
| | Madagascar | Mongolia | |
| | Malaysia | Montenegro | |
| | Mali | Myanmar | |
| | Mauritius | Panama | |
| | Mozambique | Papua New Guinea | |
| | Namibia | Paraguay | |
| | Netherlands | Peru | |
| | New Zealand | Poland | |
| | Nicaragua | Qatar | |
| | Niger | Russian Federation | |
| | | San Marino | |
| | | Sao Tome and Principe | |

| Representation above range | Representation within range | Representation below range | Nil |
|-------------------------------|--------------------------------|-------------------------------|-----|
| | Nigeria | Saudi Arabia | |
| | Norway | Sierra Leone | |
| | Oman | Singapore | |
| | Pakistan | Slovakia | |
| | Palestine | Slovenia | |
| | Philippines | Sudan | |
| | Portugal | Swaziland | |
| | Republic of Korea | Sweden | |
| | Republic of Moldova | Switzerland | |
| | Saint Kitts and Nevis | Thailand | |
| | Saint Lucia | Turkey | |
| | Senegal | Turkmenistan | |
| | Seychelles | United Republic of | |
| | Syrian Arab Republic | Tanzania | |
| | The former Yugoslav | United States of | |
| | Republic of Macedonia | America | |
| | Togo | Uruguay | |
| | Trinidad and Tobago | Venezuela (Bolivarian | |
| | Uganda | Republic of) | |
| | Ukraine | Yemen | |
| | United Kingdom of Great | | |
| | Britain and Northern | | |
| | Ireland | | |
| | Uzbekistan | | |
| | Viet Nam | | |
| | Zambia | | |
| | Zimbabwe | | |



United Nations
Educational, Scientific and
Cultural Organization

222
19

15 DEC. 2017

Ref.: CL/4227

Subject: **Assistant Director-General for Education (ADG)**
Education Sector
Paris, France
ED 001

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Education in Paris (France).

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 **15 January 2018** 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: "**ED 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.

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 shall not 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.

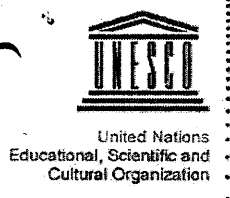
Accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: ASSISTANT DIRECTOR-GENERAL FOR EDUCATION
Domain: Education
Post Number: ED 001
Grade: ADG
Organizational Unit: Education Sector
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$199,405
Deadline (midnight, Paris time): 15 January 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

The Education Sector's mission is to promote inclusive and equitable quality education and lifelong learning opportunities for all and to ensure that these principles are inherent in all its programmes and operations.

Under the authority of the Director-General, the Assistant Director-General for Education is responsible for providing leadership and for establishing a strategic vision for the Education Sector.

The Assistant Director-General for Education is also responsible for the overall implementation of the Education Programme, as approved by UNESCO's governing bodies, including the education-related category 1 institutes. The incumbent will cooperate closely with other ADG in order to focus on transversal issues.

The Education Programme will focus on:

- supporting Member States to develop and promote inclusive and equitable quality education and lifelong learning opportunities for all;
- empowering learners to be creative and responsible global citizens;
- leading and coordinating the implementation of the Education 2030 Agenda (SDG 4) and reviewing/monitoring its progress;
- mobilizing extrabudgetary resources and establishing partnerships with public and private entities to support the implementation of the Sector's overall programme;
- anticipating and developing new ideas and innovative activities in order to meet educational challenges.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: 37 C/4 (UNESCO's Medium-Term Strategy, 2014–2021) and 39 C/5 (Draft UNESCO's Programme and Budget for 2018–2019).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the field of education.

WORK EXPERIENCE

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Education Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.

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.

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| | Namibia | Paraguay | |
| | Netherlands | Peru | |
| | New Zealand | Poland | |
| | Nicaragua | Qatar | |
| | Niger | Russian Federation | |
| | | San Marino | |
| | | Sao Tome and Principe | |

**Representation
above range**

**Representation
within range**

**Representation
below range**

Nil

Nigeria
Norway
Oman
Pakistan
Palestine
Philippines
Portugal
Republic of Korea
Republic of Moldova
Saint Kitts and Nevis
Saint Lucia
Senegal
Seychelles
Syrian Arab Republic
The former Yugoslav
Republic of Macedonia
Togo
Trinidad and Tobago
Uganda
Ukraine
United Kingdom of Great
Britain and Northern
Ireland
Uzbekistan
Viet Nam
Zambia
Zimbabwe

Saudi Arabia
Sierra Leone
Singapore
Slovakia
Slovenia
Sudan
Swaziland
Sweden
Switzerland
Thailand
Turkey
Turkmenistan
United Republic of
Tanzania
United States of
America
Uruguay
Venezuela (Bolivarian
Republic of)
Yemen