



**SURUHANJAYA KEBANGSAAN UNESCO MALAYSIA
(MALAYSIAN NATIONAL COMMISSION FOR UNESCO)**

**KEMENTERIAN PELAJARAN MALAYSIA
MINISTRY OF EDUCATION MALAYSIA
BAHAGIAN HUBUNGAN ANTARABANGSA
INTERNATIONAL RELATIONS DIVISION
ARAS 7, BLOK E8, KOMPLEKS KERAJAAN PARCEL E
PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN
62604 PUTRAJAYA**

TELEFON: 603-8884-6112/6108

FAKS : 603-8889-5473

WEBSITE: <http://www.emoe.gov.my>



Ruj. Kami : KP(HA) 005.15 Jld. 8 (84)
Tarikh : 17 Februari 2009

Ahli Jawatankuasa Kecil Tetap SKUM:

(seperti di Lampiran Edaran)

Y. Bhg. Datuk/Dato'/Tuan/Puan,

Kekosongan Perjawatan Di UNESCO:

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan SKUM telah menerima makluman dari UNESCO bagi mengisi kekosongan jawatan UNESCO seperti berikut :

i. INVESTIGATOR :

- Internal Oversight Service (IOS)
- Paris, France
- Tarikh tutup : 30 MARCH 2009

ii. EDITOR & PUBLIC INFORMATION OFFICER (Chinese) :

- Editorial, Courier & Press Relations Section
- Bureau of Public Information
- Paris, France
- Tarikh tutup : 30 MARCH 2009

iii. PROGRAMME SPECIALIST :

- Section on HIV & AIDS (ED/UNP/HIV)
- Division for the Coordination of UN Priorities in Education, Education Section
- Paris, France
- Tarikh tutup : 30 MARCH 2009

3. Sehubungan itu, bagi tujuan tindakan selanjutnya dari pihak Kementerian/JKT Y. Bhg. Datuk/Dato'/Tuan/Puan, dilampirkan sesalinan maklumat permohonan tersebut untuk seterusnya dimaklumkan kepada semua pihak yang berminat dan berkelayakan bagi mengisi kekosongan berkaitan untuk rujukan serta tindakan segera.

Kerjasama, perhatian dan tindakan segera Y. Bhg. Datuk/Dato'/Tuan/Puan dalam perkara ini di dahului dengan ucapan ribuan terima kasih jua.

Sekian, dengan hormatnya dimaklumkan.

BERKHIDMAT UNTUK NEGARA

Saya yang menurut perintah,



(**ZAIDI ABDUL HAMID**)
b.p. Setiausaha Agung SKUM
Kementerian Pelajaran Malaysia.

Tel : 88 84 61 27
E-mel : zaidi.hamid@bha.moe.gov.my

Post title **Investigator**
Organisational unit **Internal Oversight Service (IOS)**

Duty station Paris, France
Grade P-4
Post number IOS-009

Closing date **30 March 2009**

Purpose of post IOS provides the Director-General with independent, objective assurance, systematic review and advice designated to add value and improve programme design, delivery and operation. Investigation supports and promotes good governance and accountability in the Organization. The incumbent will independently investigate concerns and allegations, or lead such investigations conducted by consultants engaged on behalf of IOS, on fraud, corruption, conflicts of interest and abuse in order to determine compliance of programme activities and staff conduct with UNESCO regulations, rules and administrative instructions.

Main responsibilities Under the overall authority and the general supervision of the Director, IOS, the incumbent will:

- Plan, conduct and lead investigations into alleged fraud, corruption, waste of resources, abuse of authority or other misconduct and violations of UNESCO regulations, rules and administrative instructions;
- Define detailed investigation plans and strategies, deciding on the investigative tools to be utilized, conducting complainant, witness, and subject interviews; gathering, reviewing and analyzing all reliable and relevant information and evidence; and making objective credible investigative findings;
- Prepare investigation report to the highest standards of quality, including investigation findings and supporting evidence, and recommend corrective measures and related disciplinary and/or jurisdictional actions as well as providing evidence and materials to support such recommendation;
- Assign tasks to investigation team members assigned for specific investigations or projects, providing clear guidance, supervising their performance, and providing feedback;
- Analyse control shortcoming that allowed irregularities to occur and propose the remedial action needed to correct them;
- Develop and improve systems to report and log allegations of fraud, corruption, waste and abuse. Record, monitor and report on complaints and allegations and subsequent investigations;
- Develop systems and operating procedures for screening allegations and the approach to be followed in investigating individual cases;
- Provide expert advice to the adoption of standard procedures for investigations, the development of policies, and on changes to UNESCO rules and regulations to minimize risks. Provide advice to other departments in relation to potential exposures to fraud, corruption, and other inappropriate practices;
- Perform and monitor follow-up actions taken by IOS, other UNESCO units/sectors or other parties in relation to an investigated case.

Profile

- University degree preferably advanced in Law, Accounting, Criminal Justice or related fields, and professional certification such as Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or national equivalent.
- 7-10 years of progressively responsible professional experience in administrative investigation, forensic accounting, performance or management auditing, or criminal/law enforcement.
- Practical technical knowledge, skills and expertise in audit and/or investigation, computerized accounting, auditing techniques and other investigative tools.
- Established reputation for integrity, sound judgment, fairness, and discretion.
- Excellent knowledge of English or French and working knowledge of the other language.

Conditions of employment 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. For this post, the annual remuneration in local currency will start from around 79,000 euros (73,700 euros if without dependants). In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for two years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organisation.

How to apply When applying for UNESCO vacancies, please only use the online recruitment system at www.unesco.org/employment. Candidates without access to the Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France, before the closing date, quoting the post number: **IOS-009**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recrutweb@unesco.org.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.

Non- or under-represented Member States as of December 2008 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Norway, Oman, Palau, Papua New Guinea, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United Republic of Tanzania, United States of America, Vanuatu, Venezuela, Viet Nam.



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Editor and Public Information Officer (Chinese)**
Organisational unit **Editorial, Courier and Press Relations Section, Bureau of Public Information**
Duty station **Paris, France**
Grade **P-3**
Post number **BPI-014**
Closing date **30 March 2009**

Main responsibilities Under the authority of the Director of the Bureau of Public Information and the supervision of the Chief of the Section (BPI/EPR), the incumbent will manage the content and presentation of UNESCO's Chinese language web portal, prepare and distribute public information, including the Chinese version of the UNESCO Courier, to the Chinese media and other UNESCO communities of interest. In particular, she/he will be responsible for:

The Chinese edition of the UNESCO web portal

- Writing and editing content in the required journalistic style for the Chinese web portal.
- Updating and ensuring quality of content on the home page of the portal and in the site's different sections.
- Translating and revising translations of materials prepared for the web where necessary.
- Preparing various support products such as feature stories and interviews.

Press relations

- Maintaining close contact with the leading Chinese language media.
- Organising interviews, background briefings and press conferences as required.
- Writing, translating and revising press releases, media advisories or other materials for the media.
- Distributing this material to journalists and media outlets.
- Putting these materials online.

Coordinating the Chinese-language version of the UNESCO Courier

- Writing, editing and translating articles for the Chinese language version of the UNESCO Courier.
- Revising translations of articles from other languages into Chinese in accordance with journalistic criteria.
- Putting the Courier content on line.

Contributing to the Communications Plan

- Maintain regular contact with UNESCO's sectors and bureaus and identify activities and events that may be of interest to UNESCO's various publics.
- Ensure that these activities are included in the Organization's communication plan.
- Coordinate and prepare materials for the promotion and mediatisation of these activities.

Profile

- University degree (preferably at advanced level) in the field of communication and/or journalism.
- Four to seven years' professional experience in journalism, particularly journalism for the electronic media.
- Excellent knowledge of the international and Chinese media.
- Proficiency in the use of Microsoft Office, experience with content management systems for the web.
- Excellent written and spoken Chinese and a high degree of proficiency in English and/or French.

Conditions of employment

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. For this post, the annual remuneration in local currency will start from around 65,600 euros (61,200 euros if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply

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Post title **Programme Specialist**
Unit **Section on HIV and AIDS (ED/UNP/HIV)**
Division for the Coordination of UN Priorities in Education, Education Sector

Duty station **Paris, France**
Grade **P-3**
Post number **ED-451**

Closing date **30 March 2009**

Main responsibilities Under the overall authority of the Chief of Section for HIV and AIDS, and reporting to the Head of the EDUCAIDS Team, the incumbent will be responsible for supporting, planning, coordinating, providing technical support, and monitoring and evaluating programmes related to EDUCAIDS. In particular, she/he will be responsible for the following:

- Support the development and implementation of comprehensive education sector-wide approaches to HIV and AIDS, primarily through EDUCAIDS, with a focus on key entry points such as school health and life skills; contribute to the implementation of EDUCAIDS and with the establishment of strategic partnerships and relationships at country, regional and global level.
- Support the documentation of lessons learned as part of efforts towards comprehensive education sector responses to HIV and AIDS.
- Contribute to Section-led efforts to support Member States to develop and implement high-quality policies and programmes in the area of HIV and AIDS in the Education Sector, in close coordination with UN and other partners.
- Coordinate Section activities in the area of school health, including liaison with strategic governments; UN and civil society partners; UNESCO institutes and regional and field offices, exploring synergies, country efforts and linkages with EDUCAIDS to achieve comprehensive Education Sector responses to HIV and AIDS.
- Support the documentation and dissemination of lessons learned from EDUCAIDS and other work on HIV and AIDS, organised by UNESCO, through the development of good practice documents, guidelines, participation and support in training and dissemination activities, development of web-based content, as well as participation in the monitoring and evaluation of efforts.

- Profile**
- Advanced university degree in a relevant field (i.e. education, health development or related field).
 - A minimum of four to seven years relevant experience in posts of increasing responsibility (provision of technical support, programme planning and coordination and monitoring and evaluation, documentation of best practices), of which preferably two years acquired at the international level.
 - Excellent organisational and coordination skills.
 - Good communication (oral and written) skills.
 - Ability to work as part of a team and to take initiative to provide quality and timely support and services; discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
 - Excellent knowledge of English or French and good knowledge of the other language.

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