



United Nations Educational, Scientific and Cultural Organization

Deputy Director for Programme (D-1) UNESCO Office in Brasilia (Brazil)

The UNESCO Office in Brasilia (UBO) is the largest field-based operation of the Organization with an annual expenditure in the order of \$116 million, essentially linked to large development projects funded by extrabudgetary resources, with some 170 staff and consultants in Brasilia and in five antennae in various parts of the country. The Office cooperates closely with the UNESCO Office in Montevideo with respect to activities in the cluster of MERCOSUR countries and to regional activities in science and technology, and with the UNESCO Offices in Santiago and Havana for, respectively, regional cooperation in education and culture.

Main responsibilities

Under the overall authority of the Director of the Bureau of Field Coordination and the direct supervision and guidance of the Director of the UNESCO Office in Brasilia (UBO), the incumbent will be responsible for providing integrated management and programming services in support of Director UBO as follows:

- Assist in the overall management of the UBO programmes, projects, budget and staff; and in representing the Office in meetings with Government officials and other national partners, the United Nations Country Team (UNCT), development banks, NGOs and bilateral organizations in Brazil, as well as in reporting to UNESCO's senior management and governing bodies.
- Supervise UBO's Programme Team and provide leadership for developing strategies and results-based plans and activities which aim at providing policy advice to decision-makers and assist authorities and other stakeholders to enhance and expand their

capacities. He/she will be tasked to design quality projects for extrabudgetary funding, aligned with UNESCO's programmes and with national priorities, and negotiate their funding with donors. Responsibilities also include developing and enforcing a monitoring and evaluation function within the Office, establishing pertinent research activities and coordinating the Office's external communication and publications.

The incumbent will work in close consultation and coordination with Brazilian authorities and other national partners, the UNCT, programme sectors, the Bureau for Strategic Planning, and the Internal Oversight Service at UNESCO Headquarters and with other UNESCO offices and institutes in the region, to ensure consistent strategies as well as proactive, innovative and responsive programming.

Qualifications and experience

- Advanced University degree, preferably at doctoral level or equivalent, in a field related to UNESCO's mandate;
- Minimum 10 years' relevant professional experience at supervisory/managerial level within the United Nations system or other international or national institutions, working on development issues related to the fields of competence of UNESCO;
- Proven experience in strategic planning, monitoring and evaluation;

- Prior professional experience in the region/country will be an asset;
- A good knowledge of UNESCO's programmes and methods of work and interaction with the United Nations system as a whole;
- Basic computer skills;
- Excellent interpersonal, written and oral communication skills;
- Excellent command of written and spoken English or French, good working knowledge of Spanish and/or Portuguese.

Competencies

The successful candidate should be able to demonstrate the following competencies:

- Ability to strategically plan and manage extensive field programmes, including capacity to mobilize and administer financial resources, and exercise appropriate supervision and control;
- Ability to take initiative and maintain an effective working relationship with partners of different nationalities and cultural backgrounds;

- Capacity to provide intellectual leadership to guide staff and motivate teams in a multicultural environment and ensure continuous training and development of staff;
- Ability to communicate effectively and persuasively, both orally and in writing;
- Possession of organizational skills, including ability to establish and implement plans and priorities effectively.

Terms and conditions

The post is at grade D-1 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$169,900 (with dependants) or US \$157,045 (without dependants) per annum,

exempt from taxation. 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. Please note that UNESCO is a non-smoking Organization.

How to apply

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to:

Chief, Recruitment and Staffing Section, Bureau of Human Resources Management,
UNESCO, 7 Place de Fontenay, 75352 Paris 07 SP, France.

Applications should reach UNESCO **before 16 August 2008**. Please quote post number "**LA/RP/BRA/BFC/0010**".

An assessment centre may be used in the recruitment process for this post.

THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.

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.