



# United Nations Educational, Scientific and Cultural Organization

## Director, ED-522 (D-1) Division for Education Strategies and Capacity Building

### Main responsibilities

Under the overall authority of the Assistant Director-General for Education (ADG/ED), the incumbent will lead the development and implementation of the programme of the Division and ensure that technical backstopping is provided to UNESCO Field Offices in implementing the Division's programme and activities aiming at Member States' capacity to develop and implement educational strategies and priorities, and enhance education systems management and governance.

He/she shall lead and manage the staff of the Division for the purpose of formulating, planning, implementing, monitoring and evaluating the programme of the Division; provide intellectual, strategic and operational leadership for the Division in the pursuit of its main goals. In particular, the coordination of the UNESS process (UNESCO National Education Support Strategy) in order to enhance the relevance and effectiveness of the Education Sector's cooperation programmes with Member States and the support to capacity building of Member States in: (i) educational planning and management of education systems; (ii) information and communication technologies in education; and (iii) educational rehabilitation and reconstruction in post-conflict and post-disaster situations (PCPD).

### Qualifications and experience

- Advanced university degree (PhD or equivalent) in education policy, education planning. Degree in management of education systems and strategy development is desirable.
- At least 15 years' of managerial and administrative experience. Experience acquired in the United Nations system or other multilateral organizations is preferable.
- National and international experience in educational planning, financial cooperation and technical backstopping.
- Programme implementation experience in the field is required.

### Competencies

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

- Strategic planning and management skills, capacity to administer financial resources and exercise appropriate supervision and control;
- Ability to take initiative and maintain effective working relationships with people of different nationalities and cultural backgrounds;

In this connection he/she, in addition to being accountable for the management of and technical leadership to the Division's activities described, will directly contribute to the development of the Education Sector programmes, strategy, goals and objectives and be further accountable for implementing a results-based approach in translating the approved Education Sector mandate into an effective programme delivery plan.

The incumbent of this post will have the delegated authority to design optimal operational mechanisms and/or action plans required to support and ensure efficiency and effectiveness in operations. He or she must ensure the mobilization of the required human, financial and material resources for the tasks assigned.

The incumbent will be required to build and maintain partnerships at all levels, both inside and outside UNESCO, in order to advocate for integrated programme development as well as taking a lead role in resource mobilization. High level skills and diplomacy are mandatory to create synergy in the wider United Nations education programme context as well as motivating shareholders and recipient governments in sometimes complex environments.

- Excellent interpersonal skills to maintain effective working relations and to motivate the staff within his/her own team.
- Basic computer skills.
- Excellent command of written and spoken English or French and good working knowledge of the other language. Knowledge of other working languages of the General Conference (Spanish, Chinese, Russian and Arabic) would be an advantage.

- 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, orally and in writing;
- Organizational skills, establishing plans and priorities and implementing them 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 \$174,900 (with dependants) or US \$161,680 (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 Fontenoy, 75352 Paris 07 SP, France.

Applications should reach UNESCO **before 5 September 2008**. Please quote post number "**ED-522**".

**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.**