



United Nations Educational, Scientific and Cultural Organization

Director (D-2) UNESCO Office Santiago (Chile)

Main responsibilities

Under the overall authority of the Director-General and his Assistant Directors-General, and under the supervision of the Director, Bureau for Field Coordination, the Director of the UNESCO Office in Santiago will be responsible for the two dimensions of the Office, namely, as the Regional Bureau for Education in Latin America and the Caribbean, and as a National Office serving Chile in all the fields of competence of the Organization. The incumbent will be in charge of the formulation, execution and evaluation of the programmes of the Office and for managing the Office. This will include providing intellectual, strategic and operational leadership in planning and implementing activities aimed at achieving the Education for All (EFA) goals and responding to other priority needs of the region in education; acting as lead oversight unit on regional planning, budgeting and implementation and backing up Cluster and National Offices in the region by providing education expertise for project planning and execution; organizing regional conferences of Ministers of Education and following up on their recommendations; maintaining close consultation and cooperation with national authorities, with United Nations agencies, with development banks, NGOs, and bilateral organizations, with a view to providing input

for regional and global programming, forging partnerships on EFA coordination and monitoring; generating projects and mobilizing corresponding funding from extrabudgetary sources; planning and implementing activities in Chile in consultation with national authorities and in line with United Nations joint country programming. This will also include being member of the United Nations Country Team for Chile, participating in joint activities and initiatives, as well as managing the Office's human resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls.

The incumbent will act as UNESCO Representative in Chile, informing high officials and the media alike of UNESCO's policies and ongoing programmes and activities, and providing policy advice to Ministers and other decision-makers as appropriate. He/she will maintain close consultative relations with the National Commission for UNESCO, developing synergies and strengthening its capacities. The incumbent will also work closely with the Organization's programme sectors at Headquarters and with other specialized regional offices, cluster and national offices in the region to ensure consistent strategies as well as proactive, innovative and responsive programming.

Qualifications and experience

- Higher university degree in education, at doctoral level or equivalent.
- At least 15 years' relevant professional experience in high-level decision-making positions at national level or within NGOs, the United Nations System or other international institutions, including wide experience in development issues related to education. Experience to include working with national and international organizations, strategic planning, advocacy, fund-raising, building partnerships, knowledge

generation and sharing, results-based management and driving management change.

- Professional experience in Latin America and the Caribbean, knowledge of UNESCO's programmes and methods of work and field posting with United Nations System would be an asset.
- Basic computer skills.
- Excellent command of written and spoken English and Spanish with good working knowledge of French. Knowledge of Portuguese would be an asset.

Competencies

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

- Plan strategically and manage an extensive programme.
- Provide intellectual leadership for the staff; lead and motivate teams in a multicultural environment; ensure continuous training and development of staff.
- Take initiative, promote effective networking and proactively anticipate needs.

- Maintain effective working relationships with people of different nationalities and cultural backgrounds.
- Communicate effectively and persuasively, orally and in writing, and to lead negotiations.
- Administer extensive financial resources and exercise appropriate supervision and control.
- Have organizational skills, establish plans and priorities and implement them effectively.

Terms and conditions

The post is at grade D-2 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 \$143,380 (with dependants) or US \$131,720 (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.

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.

An Assessment Centre may be used in the recruitment process of this post.

Applications should reach UNESCO before **19 November 2007**. Please quote post number "LA/RP/CHI/BFC/0001".

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