



United Nations Educational, Scientific and Cultural Organization

Director (D-1) UNESCO Office Yaoundé (Cameroon) Cluster Office covering Cameroon, Central African Republic and Chad

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 Cluster Office in Yaoundé will be responsible for the formulation, execution and evaluation of the programmes of the Office and for its overall management. This will include providing intellectual, strategic and operational leadership in planning and implementing activities responding to priority needs of the Member States of the Cluster in all fields of competence of UNESCO (education, sciences, culture and communication); maintaining close consultation and cooperation with national authorities, United Nations Country Teams, development banks, NGOs and bilateral organizations with a view to generating projects and mobilizing corresponding funding from extrabudgetary sources. This will also include the management of

the Office's security requirements, human resources, administration and financial operations, in line with the Organization's policies and procedures, including effective internal controls.

The incumbent will act as UNESCO representative in Cameroon, Central African Republic and Chad, informing high officials and the media alike of UNESCO's policies and ongoing programmes and activities, providing policy advice to ministers and other decision-makers as appropriate, in consultation with the National Commissions for UNESCO and in liaison with the Permanent Delegations to UNESCO. The incumbent will also work closely with the Organization's programme sectors at Headquarters, with the specialized regional offices and other cluster and national officers in the region to ensure consistent strategies as well as proactive, innovative and responsive programming.

Qualifications and experience

- Higher university degree preferably at doctoral level or equivalent, in a field related to UNESCO's mandate.
- At least 10 to 15 years' relevant professional experience at senior management level within the United Nations system or with other international or national institutions, a good knowledge of UNESCO's programmes and methods of work and extensive interaction with the United Nations system as a whole. Professional experience in Africa would be an advantage.
- Experience in advocacy, resources and partnerships mobilization.
- Proven skills in administration and management of financial and human resources.
- Basic computer skills.
- Excellent command of written and spoken English or French and good working knowledge of the other; other working languages of the General Conference (Arabic, Chinese, Russian and Spanish) would be an asset.

Competencies

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

- Ability to plan strategically and manage an extensive field programme, including capacity to administer extensive field programmes, financial resources and exercise appropriate supervision and control.
- Capacity to provide intellectual leadership, to guide staff and motivate teams in a multicultural environment; ensure continuous training and development of staff.
- Ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Ability to communicate effectively and persuasively, orally and in writing.
- Organizational skills with ability to establish plans and priorities and implement 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 \$135,130 (with dependants) or US \$124,900 (without dependants) per annum, exempt from all direct

taxation. In addition, UNESCO offers an attractive benefit 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, HRM/RCR, Bureau of Human Resources Management,
UNESCO, 7 Place de Fontenoy,
75352 Paris 07 SP, France.

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

Applications should reach UNESCO before **25 November 2007**. Please quote post number "AF/RP/CMR/BFC/0001".
THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.