



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 192 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 **Chief of Section**  
Organisational unit **Section for Science, Technical and Vocational Education, Division for the Promotion of Basic Education, Education Sector**

Duty station Paris, France  
Grade P-5  
Post number ED-206

Closing date **26 November 2007**

**Main responsibilities** Under the authority of the Assistant Director-General for Education and the general supervision of the Director of the Division for the Promotion of Basic Education the incumbent will undertake the following tasks and responsibilities:

- Supervise the work of the Section through: a) assigning work and delegate responsibilities to staff, b) providing advice and guidance in their work, c) reviewing work performance and progress of the Section, d) preparing performance evaluation reports (Headquarters and field project staff), e) supervising the capacity /development of new staff, trainees, field staff and consultants, f) ensuring liaison with UNEVOC, IITE and the Natural Sciences Sector.
- Promote Science, Technical and Vocational Education (TVE) and Information and Communication Technologies (ICTs) in Education by: a) planning and implementing UNESCO's follow-up actions through the implementation of regular programme and extrabudgetary activities, b) encouraging Member States to formulate national action plans, c) coordinating and monitoring the implementation of the TVE normative instruments in the Member States, d) monitoring Participation Programme activities, e) reviewing activities and identifying possible areas of cooperation between UNESCO, Member States, other relevant UN and donor Agencies, f) developing, publishing and disseminating relevant technical documents, g) developing close collaboration with relevant Sectors, Divisions and Sections of UNESCO in areas which are compatible with science, technical or vocational education.
- Contribute to the work of the Division/Sector by: a) preparing relevant texts for C/3, C/4, C/5, b) preparing comments and briefings for the Executive Board and General Conference, c) preparing briefings for the Director-General, ADG/ED, DIR/ED/BAS.
- Undertake implementation of extrabudgetary projects by: a) identifying, designing, appraising and implementing projects, b) negotiating with government authorities and funding agencies, c) identifying and selecting experts and contracting consultants, d) collaborating with other Sections/Divisions in implementing trainings, e) monitoring and evaluating projects.

- Profile**
- Advanced University degree in Education, Engineering, science/technology education, technical/vocational education, or related fields.
  - At least 10 years' professional experience, of which at least 5 years acquired at the international level, in planning, implementation and managing programmes in the field of technical and vocational education and ICTs in education.
  - Proven experience in design, formulation, implementation and evaluation of projects; in development of policies, curricula, and in the preparation of technical documents in the field of technical, vocational, science education and ICTs in education.
  - A solid experience in fund-raising and resource mobilisation through negotiation with financial donors.
  - Knowledge and experience in developing networks and mechanisms for international and regional cooperation.
  - Strong managerial skills. Good inter-personal skills and ability to work in a team.
  - Excellent IT skills.
  - Excellent knowledge of English or French and good knowledge of the other language.

**Conditions of employment** UNESCO's salaries are calculated in US dollars but mainly paid in local currency. 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 €95,600 (€88,800 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 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 Organization.

**How to apply** When applying for UNESCO vacancies, please only use the online recruitment system at [www.unesco.org/employment](http://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: **ED-206**.

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](mailto:Recrutweb@unesco.org).

**Women as well as nationals from non- or under-represented Member States are encouraged to apply**

**Non- or under-represented Member States as of September 2007 (please check at [www.unesco.org/employment](http://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, Colombia, Comoros, Cook Islands, Cyprus, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, 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, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.