



United Nations  
Educational, Scientific and  
Cultural Organization

05/10/2015

Ref.: CL/4132

Subject: **Director (D-1)  
UNESCO Liaison Office in Addis Ababa (Ethiopia) and  
UNESCO Representative to Ethiopia  
6ETAFR0001RP**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Liaison Office in Addis Ababa (Ethiopia) and UNESCO Representative to Ethiopia.

I enclose herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible and well before the closing date, and ensure that applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

It is important to note that all applications must be correctly submitted by **5 December 2015** at the latest. Should you have any queries, please send an email to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "6ETAFR0001RP", to the following address below:

Director  
Bureau of Human Resources Management (HRM)  
UNESCO  
7 place de Fontenoy  
75352 Paris 07-SP  
France

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

Each candidate's application should contain a detailed *curriculum vitae* and the names of persons from whom professional references may be obtained. The *curriculum vitae* may be submitted in English or French, preferably on the official UNESCO *curriculum vitae* form, and should include the following information: date and place of birth; present nationality; gender; university education; present and previous posts held; fields of specialization; publications; knowledge of languages, in particular the degree of ability to write, speak and understand the required languages, as indicated in the attached Vacancy Notice.

It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated deadline cannot be considered.

I cannot overemphasize the importance I attach to having an outstanding candidate to fill this post, and count on your cooperation to achieve this goal through the dissemination of the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in dark ink, reading "Irina Bokova". The signature is written in a cursive, flowing style.

Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO



<b>Title:</b>	<b>DIRECTOR OF LIAISON OFFICE AND UNESCO REPRESENTATIVE TO ETHIOPIA</b>
<b>Domain:</b>	Field Operations Coordination – Management
<b>Post Number:</b>	6ETAFR0001RP
<b>Grade:</b>	D-1
<b>Organizational Unit:</b>	UNESCO Liaison Office in Addis Ababa
<b>Primary Location:</b>	Addis Ababa, Ethiopia
<b>Recruitment open to:</b>	Internal and external candidates
<b>Type of contract:</b>	Fixed-Term
<b>Annual salary:</b>	US \$136,894
<b>Deadline (midnight, Paris time):</b>	<b>5 December 2015</b>

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General for Africa Department and in close consultation with all programme Assistant Directors-General, the incumbent will act as UNESCO Representative to the African Union Commission (AUC) and the United Nations Economic Commission for Africa (UNECA), maintaining close working relationships with the AUC organs at the leadership and technical levels. The incumbent will also act as UNESCO Representative to Ethiopia maintaining and fostering contacts and cooperation with the national authorities, the United Nations Country Team (UNCT), development banks, non-governmental organizations (NGOs) and other bilateral institutions and organizations advocating for UNESCO's mandate, strategic programme priorities and orientations. In close cooperation with the Director of the UNESCO Multisectoral Regional Office in Nairobi (Kenya), he/she will manage the multidisciplinary programme of the Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of the country in all fields of UNESCO's competence. The incumbent will ensure the effective and efficient management of the Office's operations including security issues and its human and financial resources, in line with the Organization's policies and procedures including effective internal controls.

### REQUIRED QUALIFICATIONS

#### EDUCATION

- Advanced university degree in one of UNESCO's fields of competence or in a discipline with relevance to international relations.

#### WORK EXPERIENCE

- At least fifteen (15) years of progressive professional experience at the appropriate management level within the United Nations system, other international, national or private sector institutions, including a wide experience in diplomatic work or development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Demonstrated experience in advocacy and resources mobilization.
- Proven partnership experience with successful implementation of partners at global, local and community levels.

#### SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Demonstrated strategic planning and management abilities, including capacity to administer programmes and projects, human and financial resources and exercise appropriate supervision and control.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate teams in a multicultural environment with sensitivity and respect for diversity, ensuring continuous training and development of staff.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Organizational skills, including establishing and implementing plans and priorities.

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

- Ability to communicate effectively and persuasively, both orally and in writing; demonstrated ability to interact with a wide range of partners and other stakeholders.
- Excellent interpersonal skills to take initiatives and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Sound judgment and decision-making skills.

#### **LANGUAGES**

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French) and good knowledge of the second language. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

### **DESIRABLE QUALIFICATIONS**

#### **EDUCATION**

- Courses/degrees/training in a management-related field.

#### **WORK EXPERIENCE**

- Experience in the field of international relations and diplomacy.
- Experience in African organizations and/or institutions such as the Africa Union (AU), the Regional Economic Communities of the Africa Union (RECs), the Economic Commission for Africa (ECA), etc.
- Professional experience gained in multicultural working environments.
- Assignments, preferably at senior level, in the United Nations system.

#### **SKILLS/COMPETENCIES**

- Strong global professional network.
- Good geopolitical knowledge of the African region.
- Good knowledge of the United Nations system.

#### **LANGUAGES**

- Knowledge of other official United Nations languages (Arabic, Chinese, Russian or Spanish)

### **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

**A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.**

**Representation of Member States in posts subject  
to geographical distribution as at 1 August 2015**

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
Algeria	Afghanistan	Andorra	Angola
Belgium	Albania	Antigua and Barbuda	Bahrain
Bulgaria	Argentina	Armenia	Brunei Darussalam
Cameroon	Australia	Azerbaijan	Cabo Verde
Canada	Austria	Bahamas	Central African Republic
Denmark	Bangladesh	Barbados	Dominica
Ethiopia	Benin	Belarus	El Salvador
France	Burkina Faso	Belize	Equatorial Guinea
Italy	Cambodia	Bhutan	Guatemala
Lebanon	Colombia	Bolivia (Plurinational State of)	Guyana
Mexico	Congo	Bosnia and Herzegovina	Haiti
Morocco	Costa Rica	Botswana	Iceland
Nepal	Côte d'Ivoire	Brazil	Kazakhstan
Romania	Croatia	Burundi	Kiribati
Senegal	Cuba	Chad	Kuwait
Spain	Cyprus	Chile	Lesotho
Tunisia	Czech Republic	China	Liberia
	Democratic People's Republic of Korea	Comoros	Luxembourg
	Democratic Republic of the Congo	Cook Islands	Malta
	Djibouti	Dominican Republic	Marshall Islands
	Ecuador	Eritrea	Micronesia (Federated States of)
	Egypt	Estonia	Monaco
	Finland	Fiji	Montenegro
	Gambia	Gabon	Nauru
	Germany	Georgia	Niue
	Ghana	Grenada	Palau
	Greece	Guinea	Paraguay
	Honduras	Guinea-Bissau	Rwanda
	Ireland	Hungary	Saint Vincent and the Grenadines
	Israel	India	Samoa
	Jamaica	Indonesia	Singapore
	Japan	Iran (Islamic Republic of)	Slovenia
	Jordan	Iraq	Solomon Islands
	Lao People's Democratic Republic	Kenya	South Sudan
	Latvia	Kyrgyzstan	Tajikistan
	Lithuania	Libya	Timor-Leste
	Madagascar	Maldives	Tonga
	Malawi	Myanmar	Tuvalu
	Malaysia	Namibia	United Arab Emirates
	Mali	New Zealand	United Republic of Tanzania
	Mauritania	Nigeria	Vanuatu
	Mauritius	Oman	
	Mongolia	Palestine	
	Mozambique	Panama	
	Netherlands	Papua New Guinea	
	Nicaragua	Portugal	
	Niger	Qatar	
	Norway	San Marino	
	Pakistan	Sao Tome and	

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
	Peru	Principe	
	Philippines	Saudi Arabia	
	Poland	Serbia	
	Republic of Korea	Sierra Leone	
	Republic of Moldova	Somalia	
	Russian Federation	Sri Lanka	
	Saint Kitts and Nevis	Sudan	
	Saint Lucia	Suriname	
	Seychelles	Swaziland	
	Slovakia	Sweden	
	South Africa	Switzerland	
	Syrian Arab Republic	Thailand	
	The former Yugoslav Republic of Macedonia	Trinidad and Tobago	
	Togo	Turkey	
	Uganda	Turkmenistan	
	Ukraine	United States of America	
	United Kingdom of Great Britain and Northern Ireland	Venezuela (Bolivarian Republic of)	
	Uruguay	Viet Nam	
	Uzbekistan	Zambia	
	Yemen		
	Zimbabwe		