



United Nations  
Educational, Scientific and  
Cultural Organization

06/07/2016

Ref.: CL/4168

Subject: **Director (D-1)**  
**UNESCO Office in Almaty and**  
**UNESCO Representative to Kazakhstan, Kyrgyzstan and Tajikistan**  
**4KZFSC0001RP**

Sir/Madam,

I wish to inform you that I have decided to re-advertise the post of Director of the UNESCO Office in Almaty and UNESCO Representative to Kazakhstan, Kyrgyzstan and Tajikistan.

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 duly completed applications should reach UNESCO no later than **6 August 2016**. 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: "4KZFSC0001RP", 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.

Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO

**Title:** DIRECTOR OF OFFICE AND UNESCO REPRESENTATIVE TO KAZAKHSTAN, KYRGYZSTAN AND TAJIKISTAN (re-advertisement)

**Domain:** Field Operations Coordination – Management

**Post Number:** 4KZFSC0001RP

**Grade:** D-1

**Organizational Unit:** UNESCO Office in Almaty

**Primary Location:** Almaty, Kazakhstan

**Recruitment open to:** Internal and external candidates

**Type of contract:** Fixed-Term

**Annual salary:** US \$127,834

**Deadline (midnight, Paris time):** 6 August 2016

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Director of the Division of Field Support and Coordination (FSC) as regards house-wide coordination (including management, administration and reporting), and the Assistant Director-General for External Relations and Public Information (ADG/ERI) as regards representational functions and public information matters, as well as in close consultation with the Assistant Directors-General (ADGs) of programme sectors, the Director of the UNESCO Office in Almaty will manage the multidisciplinary programme of this Cluster Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of the Member States of the Cluster (*Kazakhstan, Kyrgyzstan and Tajikistan*) in all UNESCO's fields of competence (*education, the sciences, culture, communication and information*). This also will include the effective and efficient management of the Office's human and financial resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls. Moreover, the incumbent will participate, or ensure the participation of the Office, in all meetings and activities of the United Nations Country Teams (UNCT) in the Member States in the cluster.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Advanced university degree (Master's degree or equivalent degree) in a discipline related to UNESCO's mandate, Public or Business Administration or International Relations. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### WORK EXPERIENCE

- At least ten (10) years of progressive professional experience at the appropriate management level within the United Nations system or within other international or national institutions, including a wide experience in development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Experience in advocacy, resources and partnership mobilization.
- Experience in the field of international relations and diplomacy, multilateral cooperation, development.

### 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.
- Proven skills in administration and the management of financial and human resources.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources, as well as exercise appropriate supervision and control.

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 have 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.**

- Organizational skills, including in establishing plans and priorities, as well as in implementing them effectively, and in devising implementation plans.
- Ability to interact with a wide range of high-level partners, and demonstrated partnership development and fundraising experience.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity, and exercise supervision and control, as well as ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the news media.

#### **LANGUAGES**

- Excellent knowledge and drafting skills in one of the working languages (English or French) of the Organization. A good knowledge of the second one is strongly desirable. 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/degree in a management-related field.

#### **WORK EXPERIENCE**

- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.

#### **SKILLS/COMPETENCIES**

- Broad general culture, good geopolitical knowledge of the region, sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Excellent interpersonal and representational skills, as well as ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Good knowledge of the United Nations system.

#### **LANGUAGES**

- Knowledge of Russian would be an asset. Training will be required in order to acquire a sufficient level in a reasonable timeframe.
- Knowledge of other United Nations languages (Arabic, Chinese 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 and 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 May 2016**

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

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