



United Nations
Educational, Scientific and
Cultural Organization

02/08/2016

Ref.: CL/4171

Subject: **Director (D-2)**
UNESCO Office in Santiago and
UNESCO Representative to Chile
3CLFSC0001RP

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Office in Santiago and UNESCO Representative to Chile.

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 **2 September 2016** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "**3CLFSC0001RP**", 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 CHILE
Domain:	Field Operations Coordination – Management
Post Number:	3CLFSC0001RP
Grade:	D-2
Organizational Unit:	UNESCO Office in Santiago
Primary Location:	Santiago, Chile
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term
Annual salary:	US \$135,474
Deadline (midnight, Paris time):	2 September 2016

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Santiago Office has a dual function: Regional Bureau for Education in Latin America and the Caribbean and National Office covering Chile.

Under the overall authority of the Director-General and guidance of the Assistant Director-General for Education (ADG/ED), the incumbent leads and coordinates UNESCO's regional education programme and provides technical backstopping to other UNESCO Field Offices in Latin America and the Caribbean to implement their education programme activities. He/she also leads the implementing of the multidisciplinary programme in Chile in other fields of competence (natural sciences, social and human sciences, culture as well as information and communication) of UNESCO in close consultation with the concerned Programme Sectors. Under the administrative supervision of the Director of the Division of Field Support and Coordination (DIR/FSC), the incumbent is responsible for the overall management, administration and reporting of the Office and performs the function of UNESCO Representative in Chile. The incumbent ensures the effective and efficient management of the Office's human resources, administration and operations, in line with the Organization's policies and procedures, including the application of effective internal controls. The incumbent participates, or ensures participation of the Office, in all meetings of the United Nations Country Team in the host country

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent degree) in education or in an education related area. 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 fifteen (15) years of progressive professional and managerial experience, at the appropriate management level in one or several subject areas of education, including exposure at both national and international levels in senior executive positions.
- Experience in the educational policy formulation and knowledge of the education systems, particularly in developing and middle income countries.
- Experience in programme design, management and implementation in the field of education.
- 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.
- Capacity of identifying emerging educational needs and formulation educational policy/strategic planning.

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.

- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources, as well as exercise appropriate supervision and control.
- Analytical and organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- 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.
- 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.

LANGUAGES

- Excellent knowledge and drafting skills in English and Spanish.

DESIRABLE QUALIFICATIONS

EDUCATION

- Higher university degree in education, at doctoral level or equivalent.
- Courses/degree in a management-related field.

WORK EXPERIENCE

- Working experience in Latin America and the Caribbean.
- Knowledge of UNESCO's programmes and methods of work.
- 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 and 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 Portuguese and French.
- Knowledge of other United Nations languages (Arabic, Chinese, and Russian).

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 June 2016**

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

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