Educational, Scientific and Cultural Organization

195 EX/3.INF PARIS, 28 October 2014 English & French only

Item 3 of the agenda

REALIGNMENT OF THE BUREAU FOR THE MANAGEMENT OF SUPPORT SERVICES (MSS)

SUMMARY

In accordance with Rule 59.2 of the Rules of Procedure of the Executive Board, the Director-General presents herein a realigned structure, description and organizational chart of the Management of Support Services Bureau (MSS). The proposed modification is in line with continued efforts towards effectiveness and efficiency gains.

- 1. Further to my report to the Executive Board at its 194th session as well as recent discussions at the Headquarters Committee, I consider the following adjustments necessary to the structure of the Bureau for the Management of Support Services (MSS).
- 2. The purpose of this adjustment is to ensure the requisite synergies and consistency in the management of the Organization's Headquarters' premises and facilities towards coherent strategies, policies and projects in accordance with general priorities and guidelines.
- 3. Accordingly, the Division of Headquarters Management (MSS/HQD) will be responsible for ensuring the management and maintenance of the Organization's premises, property and facilities in line with the host country agreement, as well as the management of the services related to security and safety at Headquarters and in the field. The Division will also ensure the planning, management and coordination of conferences, meetings and cultural events at Headquarters and in the field in case of statutory meetings. Henceforth, the respective sections for the Management of Buildings, Safety and Security, and Conference and Cultural events will report directly to the Director of this Division.
- 4. The Language Services will be responsible for providing, to UNESCO programmes and to the Governing Bodies, translation services into the six official languages of the Organization. The coordination of the translation activities will be ensured by the Chief of English Language Unit.
- 5. The Documents Management Section will be responsible for the planning, production and distribution of documents, publications, communication materials, in paper copy or electronic format. It will also be responsible for the mail services.
- 6. The Operations Section will be responsible for the coordination and the follow up of the budgetary activities of the Bureau, for the procurement of common goods, works and services for the UNESCO Headquarters and for the provision of corporate support services in the areas of travel, shipment, transportation and auxiliary services management.

- 7. In light of the above, the structure of the Bureau for the Management of Support Services (MSS) will comprise one Division headed by a Director (D-1 level), and three Sections with a direct reporting line to DIR/MSS. The Organizational Chart is attached for ease of reference.
- 8. These adjustments fall within the US \$507 million expenditure plan for 2014-2015, approved by the General Conference.
- 9. To ensure the effective selection process while meeting the statutory requirements for an external vacancy of two months, the post of Director (D-1 level) of the Headquarters Management Division was advertised and is due to close on 5 November 2014.

OPERATIONS SECTION

P5 - Chief of Section

Headquarters Procurement Unit

Headquarters Property Unit P3 - Procurement Officer

P4 - Operations Officer **External Services Unit** P4 - Property Officer

LANGUAGE SERVICES UNITS

Arabic Language Unit P5 - Chief of Unit

Chinese Language Unit

P5 - Chief of Unit & Coordinator Lang. **English Language Unit** P5 - Chief of Unit

French Language Unit P5 - Chief of Unit

Russian Language Unit P5 - Chief of Unit

Spanish Language Unit P5 - Chief of Unit

Translation Operations Unit 3-Chief of Unit

DOCUMENTS MANAGEMENT SECTION

P5 - Chief of Section

Production Planning & Coordination Unit

P3 -- Chief of Unit Pre Media Unit

Printing & Binding Unit P3 - Chief of Unit

Mail & Distribution Unit P2 - Chief of Unit

OFFICE OF THE DIRECTOR (DIR/MSS)

D2 - Director of Bureau

DIVISION OF HEADQUARTERS MANAGEMENT (DIR/MSS/HQD)

D1 - Director of Division

MANAGEMENT SECTION SAFETY & SECURITY P5 - Chief of Section **BUILDINGS MANAGEMENT**

P5 - Chief of Section

SECTION

Reception

Headquarters Security Unit

P3 – Deputy Chief of Security & Safety (Headquarters)

Finishing Workshop

GT 5/7 - Foreman

Space Planning **Technical Unit**

P3 - Chief of Unit

Architectural Unit

G6 - Security Team Coordinator Security

GT 4/6 - Head of Unit Fire Protection

Badges

Conditioning, Heating & Plumbing

Workshop GT 5/7 – Foreman

Electricity Workshop

P3 - Chief of Unit

GT 5/7 - Foreman

Field Security Unit P3 – Deputy Chief of Security (Field and UN coordination)

Transportation

195 EX/3.INF

Annex

MANAGEMENT SECTION CONF.& CULT. EVENTS

P5 - Chief of Section

P2 - Public Relations Coordinator Strategy & Planning Unit

ANNEX

P4 - Interpretation Coordinator Interpretation Unit

P3 - Conferences Officer Conferences Unit

Cultural Events & Works of Art

P4 - Chief of Unit

Operations Support Unit

Extrabudgetary posts