



United Nations  
Educational, Scientific and  
Cultural Organization

13/01/2017

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.Subject: **Director (D-1)**  
**Secretariat of the Governing Bodies/Secretary of the General**  
**Conference and the Executive Board**  
**Paris, France**  
**GBS 001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Secretariat of the Governing Bodies and Secretary of the General Conference and the Executive Board, in Paris (France).

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 **13 February 2017** 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: "**GBS-001**", to the following address below:

Director a.i.  
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



<b>Title:</b>	<b>DIRECTOR OF THE SECRETARIAT OF THE GOVERNING BODIES AND SECRETARY OF THE GENERAL CONFERENCE AND THE EXECUTIVE BOARD</b>
<b>Domain:</b>	Administration
<b>Post Number:</b>	GBS-001
<b>Grade:</b>	D-1
<b>Organizational Unit:</b>	Secretariat of the Governing Bodies
<b>Primary Location:</b>	Paris, France
<b>Recruitment open to:</b>	Internal and external candidates
<b>Type of contract:</b>	Fixed-Term
<b>Annual salary:</b>	US \$130,671
<b>Deadline (midnight, Paris time):</b>	<b>13 February 2017</b>

### OVERVIEW OF THE FUNCTIONS OF THE POST

*The Secretariat of the Governing Bodies (GBS) brings together the Secretariats of the General Conference (SCG) and of the Executive Board (SCX) in a combined structure that, while retaining two separate and dedicated units for the servicing of each of the governing bodies, ensures a common management and supervision structure for greater synergies between the two.*

*The General Conference, comprising representatives of all Member States, is UNESCO's primary decision-making body. It determines the policies and main lines of work of the Organization and it approves UNESCO's biennial programme and budget.*

*The Executive Board, composed of 58 Member States, assures the overall management of the Organization. It examines the Organization's programme and budget, and is responsible for the implementation of the programme adopted by the General Conference.*

The Director of the Secretariat of the Governing Bodies (DIR/GBS)/Secretary of the General Conference and the Executive Board is responsible for all matters relating to the smooth functioning of the Secretariats servicing the General Conference and the Executive Board, as well as for their President/Chairperson respectively.

Under the general authority of the Director-General, the incumbent will be responsible for all the activities of GBS, as well as for its administration, and also will serve as Secretary of the Plenary meetings of the two Bodies, as well as of the Bureaux of the General Conference and of the Executive Board. In particular, the incumbent will provide organizational leadership and strategic guidance to GBS in the preparation, coordination and supervision of activities, and the management related to the financial and human resources of the Office.

Specifically, the incumbent will:

- Coordinate the preparation of the groundwork for the General Conference and for the Executive Board (i.e. agendas and timetables of the sessions, calendars for the preparation of working documents, management of staff secondments to SGC/SCX);
- Assist and advise the President of the General Conference and the Chairperson of the Executive Board on all matters relating to the functioning of the two bodies (i.e. ensure an accurate understanding of the duties, rights and responsibilities of the Presidency/Chairmanship, application of the rules/procedures of the General Conference/Executive Board, oversee the preparation of the procedural notes, analytical reports and briefings).
- Provide information and assist Member States and their representatives on all matters relating to the functioning of the General Conference and of the Executive Board;
- Oversee the preparation and translation of the official records of the General Conference's sessions and of the summary records of the Executive Board, as well as their distribution to the Member States;
- Prepare the final reports of each session of the General Conference and of the Executive Board (i.e. lessons learnt, proposals for review and update of the related texts and/or working methods, if necessary);
- Ensure follow-up to General Conference resolutions and to the decisions of the Executive Board;
- Manage on-going contacts between the President of the General Conference, the Chairperson of the Executive Board and the Director-General.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Advanced university degree (Master's degree or equivalent degree) in a discipline related to UNESCO's mandate, or any other areas linked to this post. 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 progressively relevant professional experience in senior leadership/executive positions.

### SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, rules of procedure, strategic direction and priorities.
- Leadership capacity, high sense of objectivity, strong analytical capabilities, professional integrity, diplomacy and political astuteness.
- Sound knowledge of general management practices and techniques.
- Ability to exercise intellectual authority, as well as provide and manage advisory services.
- Demonstrated strategic planning and management abilities.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization, including with Member States.
- Excellent communication skills with strong representational abilities.

### 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 timeframe.

## DESIRABLE QUALIFICATIONS

### EDUCATION

- Other degrees or short to medium-term training in disciplines relevant to the post.

### WORK EXPERIENCE

- A proven record of operating at the senior management level.
- Demonstrated experience of management at the international level.
- Experience in conducting complex negotiations diplomatically and tactfully.
- Professional experience gained in multicultural working environments.
- Experience in guiding staff and motivating teams in a multicultural environment tactfully and in observance of diversity, as well as in performing supervisory and monitoring duties.
- Experience within the United Nations system and/or in a specialized institution or other international organ.

### SKILLS/COMPETENCIES

- Knowledge of the Organization, such as of its Constitution and methods of work.
- Understanding of UNESCO's strategic direction and familiarity with the substance of UNESCO's scope.
- Ability to interact with a wide range of high-level partners and demonstrated partnership development.
- Skills in the administration and management of financial and human resources.

### LANGUAGES

- Knowledge of other official United Nations languages (Arabic, Chinese, Russian and/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.**

*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.**

**Representation of Member States in posts subject  
to geographical distribution as at 1 December 2016**

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

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