



United Nations
Educational, Scientific and
Cultural Organization

30/12/2016

.Ref.: CL/4183

.Subject: **Director (D-2)**
UNESCO Office in Bangkok and
UNESCO Representative to Thailand, Myanmar, Lao People's
Democratic Republic and Singapore
4THFSC0001RP

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Office in Bangkok and UNESCO Representative to Thailand, Myanmar, Lao People's Democratic Republic and Singapore.

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 **30 January 2017** 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: "**4THFSC0001RP**", 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

Title:	DIRECTOR OF OFFICE AND UNESCO REPRESENTATIVE TO THAILAND, MYANMAR, LAO PEOPLE'S DEMOCRATIC REPUBLIC AND SINGAPORE
Domain:	Field Operations Coordination – Management
Post Number:	4THFSC0001RP
Grade:	D-2
Organizational Unit:	UNESCO Office in Bangkok
Primary Location:	Bangkok, Thailand
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term
Annual salary:	US \$143,691
Deadline (midnight, Paris time):	30 January 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Bangkok Office has a dual function: Regional Bureau for Education in Asia and the Pacific and Cluster Office covering Thailand, Myanmar, Lao People's Democratic Republic, Singapore, Viet Nam and Cambodia.

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 Asia and the Pacific to implement their education programme activities. He/she also leads the implementing of the multidisciplinary programme in Thailand, Myanmar, Lao People's Democratic Republic and Singapore 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 to Thailand, Myanmar, Lao People's Democratic Republic and Singapore.

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 will work within the framework of UNESCO's Medium-Term Strategies (C/4), approved Programme and Budget (C/5), as well as within the framework of international agreed development agendas such as Agenda 2030.

The incumbent participates, or ensures participation of the Office, in all meetings of the United Nations Country Teams in the countries covered by the Office.

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.

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.

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.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources, as well as exercise appropriate supervision and controls.
- 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 controls, 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 good knowledge of French

DESIRABLE QUALIFICATIONS

EDUCATION

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

WORK EXPERIENCE

- Professional experience in Asia and the Pacific.
- 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.
- 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 UNESCO's and/or the United Nations system's programmes and methods of work.

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

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