



United Nations Educational, Scientific and Cultural Organization

Applications should reach UNESCO before 27 December 2009.
Please quote the corresponding "VA number".

As a specialized agency of the UN system, UNESCO contributes to the building of peace, the alleviation of poverty, sustainable development and intercultural dialogue through education, the sciences, culture, communication and information. The strategic priorities are Africa and gender equality.

Assistant Director-General for Administration (VA: "ADM-001")

MAIN RESPONSIBILITIES

Under the authority of the Director-General, the Assistant Director-General is responsible for providing leadership and strategic vision in the field of Administration and the overall management, planning and coordination of the Sector. The Sector for Administration provides support for the effective conduct of UNESCO's programmes through the common support services of procurement, information systems and telecommunications, conferences, languages, documents, security, utilities, premises and equipment, as well as the maintenance and conservation of Headquarters premises.

For further information on UNESCO's programmes, candidates should consult our website: <http://www.unesco.org> and/or the following documents: [34 C/4](#) (UNESCO's Medium-term Strategy, 2008-2013) and [35 C/5](#) (UNESCO's Programme and Budget for 2010-2011).

QUALIFICATIONS AND EXPERIENCE

- Advanced university degree in the relevant field.
- Extensive relevant professional experience in senior leadership positions including substantial assignments at regional and/or international level.
- Demonstrated ability to direct change processes at the substantive and management levels within large institutions of national or international scope.
- Demonstrated ability to lead and motivate a team of senior managers and staff at all levels in a multicultural environment.
- Working knowledge with excellent drafting skills in one of the working languages (English and French). Knowledge of the second one is strongly desirable. Language training will be mandatory to acquire the required level of the second working language in a reasonable time-frame.

COMPETENCIES REQUIRED

- Proven senior leadership and managerial skills.
- Excellent communication skills both orally and in writing.
- Ability to develop and communicate a clear strategic direction including inter-disciplinary dimensions and set clear priorities.
- Ability to translate strategy into action and effectively plan, mobilize and manage resources to deliver expected results.
- Demonstrated ability to build efficient partnerships and be a team player.

TERMS AND CONDITIONS

This posts is at ADG level with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$221,178 (with dependants) or US \$200,285 (without dependants) per annum, exempt from taxation. In addition, UNESCO offers an attractive benefit package, including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization.

Candidates wishing to apply should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may apply by mail, sending a full curriculum vitae in the two working languages, on the official UNESCO curriculum vitae form, to: Chief, Recruitment and Classification Section, Bureau of Human Resources Management, UNESCO, 7 Place de Fontenoy, 75352 Paris 07-SP, France.

THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.

**UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat.
Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.**