



United Nations Educational, Scientific and Cultural Organization

Executive Director, Office of the Director-General ODG-050 (D-2)

This is a key management post whose incumbent will have a direct impact on the effective functioning of the Organization and its strategic vision.

Main responsibilities

Under the general authority of the Director-General, the Executive Director will be responsible for the direction and management of the overall Office. More specifically, the incumbent will provide organizational leadership and strategic guidance to the Office of the Director-General (ODG) in the organization, coordination and supervision of the activities and managing related financial and human resources of the Office. Specifically:

- Ensure the preparation of major decisions concerning the activities of the Organization and issues relating to the Secretariat, and the implementation of these decisions.
- Advise the Director-General on matters related to the implementation of all activities foreseen in the Organization's

approved Programme and Budget as well as those financed from sources outside the regular budget.

- Coordinate and ensure the preparation and examination of correspondence, dossiers and briefings submitted by the various Sectors, and the communication and follow-up of decisions.
- Coordinate the organization of the official engagements of the Director-General, visits to Member States, meetings with permanent delegations or visiting dignitaries, and participation in conferences at or away from Headquarters, including the supervision of the preparation of official speeches, messages and appeals.

Qualifications and experience

- Advanced university degree in one of UNESCO's fields of competence and/or a Master's degree either in business or public administration or relevant field.
- At least 15 years' extensive and progressive professional experience at the national or international level in senior executive positions preferably in one or more of UNESCO's fields of competence. Experience within the United Nations system would be an asset.
- Sound knowledge of leadership and general management practices and techniques.

- Understanding of UNESCO's strategic direction and familiarity with the substance of UNESCO's scope would be an asset.

Candidates should also possess:

- A broad general culture, sound analytic capacities and proven managerial skills.
- Excellent command of written and spoken English or French and a good command of the other language. Knowledge of other working languages of the General Conference (Spanish, Chinese, Russian and Arabic) would be an advantage.

Competencies

The successful candidate should be able to demonstrate the following competencies:

- Commitment to the organization's mandate, vision and strategic direction.
- Leadership: Human capital, institutional, and high sense of objectivity and integrity.

- Teamwork: Strong interpersonal skills and ability to build trust and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Sound judgement and decision-making skills.
- Excellent communication and presentation skills, with strong representational abilities.
- Ability to interact with a wide range of high-level partnerships.

Terms and conditions

The post is at grade D-2 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$185,092 (with dependents) or US \$170,042 (without dependents) 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.

How to apply

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

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to: **Chief, Recruitment and Classification Section, Bureau of Human Resources Management, UNESCO, 7 Place de Fontenoy, 75352 Paris 07 SP, France.**

Applications should reach UNESCO before **17 December 2009**. Please quote post number "**ODG-050**".

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.