



United Nations Educational, Scientific and Cultural Organization

Executive Secretary of the Intergovernmental Oceanographic Commission (SC-079)

Main responsibilities

Under the general authority of the Director-General and taking into account the large degree of autonomy granted to the Intergovernmental Oceanographic Commission, the incumbent will carry out the instructions of the IOC Assembly and its Executive Council concerning the organization of all aspects of the Commission's work, including convening sessions and meetings of the IOC governing and subsidiary bodies in accordance with the IOC Statutes and Rules of Procedures, the decisions of the General Conference and the Director-General and report accordingly. The core aspect of the job is to promote, coordinate and implement the Programmes of IOC approved by the General Conference (C/5) including fund-raising to obtain extrabudgetary funds for the programmes and related financial management. First it ensures the follow-up of the recommendations and technical guidance provided by IOC as to the formulation and execution of other UNESCO programmes related to or in need of close coordination with ocean sciences and reports on the outcome of his actions to the IOC Assembly. On behalf of the Director-General of UNESCO, it coordinates the programme of the Commission with those of the organizations of the United Nations system parties to the UN Oceans and Coastal Areas Network (UN-OCEANS), the Inter Secretariat Committee on Scientific Programmes Relating to

Oceanography (ICSPRO) and other international organizations which collaborate with IOC. A particular aspect of the job is to ensure proper follow-up of IOC programmes to UNCED 1992 and the World Summit on Sustainable Development (WSSD, 2002) and coordinate/cooperate as required with other UNESCO environmental programmes (i.e. MAB, IHP, IGCP, MOST) and countries concerning UNCED/WSSD, as well as the implementation of UNCLOS and acts as the UNESCO representative to UN-OCEANS. It will direct the work of the staff of the IOC Secretariat including staff seconded from United Nations Organizations and bodies whose work is of interest to IOC, and participate in such inter-secretariat bodies which may be concerned wholly or in part with the work of IOC. It will also represent or arrange appropriate representation of IOC at the meeting of other organizations and bodies whose work is of interest to IOC and participate in such inter-secretariat bodies which may be concerned wholly or in part with the work of IOC; the incumbent will also direct the planning and coordination of the activities of IOC and of UNESCO in response to demands resulting from the United Nations Convention on the Law of the Sea including the new ocean regime, and maintain close consultations with the ADG/SC on science-related programmes.

Qualifications and experience

- Advanced university degree, preferably at doctorate level, in a field related to oceanography.
- Extensive professional experience in senior executive positions in one or more fields covered by the UNESCO Natural Sciences Programme, including substantial assignments at regional and/or international level.
- Several years of exposure to the requirements of international cooperation and proven familiarity with the work and activities of the United Nations system organizations and other international organizations in the field of natural sciences.

- Demonstrated ability to direct processes of change at the substantive and management levels within large institutions of national or international scope.
- Knowledge of the trends, demands and challenges in oceanography, especially in developing countries.
- He or she should possess:
 - Proven leadership and managerial skills.
 - Excellent communication skills.
 - Excellent command of written and spoken English and French – the two working languages of UNESCO – with excellent drafting ability in one of them, and a good command of the other language.

Competencies

The incumbent should be able to demonstrate the following competencies:

- Lead and motivate a team of senior and mid-level managers, in a multicultural setting.
- Determine and communicate a clear strategic direction, including interdisciplinary dimensions, and set clear programme priorities.

- Translate strategy into sustainable action, and effectively plan, mobilize and manage resources to deliver expected results.
- Conduct high-level negotiations at international level.

Terms and conditions

The post is at grade of Assistant Director-General, 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 \$191,980 (with dependants) or US \$173,850 (without

dependants) per annum, exempt from taxation. In addition, UNESCO offers an attractive benefits package, including 30 days' annual vacation, home leave, an education grant for dependent children, pension plan and medical insurance.

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.

An assessment centre may be used in the recruitment process for this post.

Applications should reach UNESCO before 14 January 2009. Please quote post number "SC-079".

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.