



United Nations
Educational, Scientific and
Cultural Organization

01/09/2009

Ref.: CL/3893

Subject: **Director,
Information Society Division,
Communication and Information Sector
CI-335 (D-1)**

Sir/Madam,

I have the honour to inform you that I have decided to advertise the post of Director, Information Society Division, Communication and Information Sector.

In this connection, I enclose herewith information on the duties to be entrusted to the selected candidate, as well as the required qualifications and experience. You will also find enclosed a list showing the present representation of Member States in posts subject to geographical distribution.

I cannot overemphasize the importance I attach to having outstanding candidates for 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 most appropriate channels.

Candidates who wish to be considered for this post should apply via the UNESCO website at <http://www.unesco.org/employment>. Candidates without easy access to the Internet may, exceptionally, send their application by regular mail. All applications should reach the Recruitment and Staffing Section, Bureau of Human Resources Management, by **31 October 2009** at the latest. Each candidate's application should contain the names of persons from whom references may be obtained and a detailed curriculum vitae, in English or French, including the following information: place and date of birth; present nationality; 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.

As you know, the governing bodies accord great importance to the equitable representation of women on the staff and I should be grateful if you would assist me in achieving this by encouraging women candidates to apply.

Accept, Sir/Madam, the assurances of my highest consideration.

Koïchiro Matsuura
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

United Nations Educational, Scientific and Cultural Organization

Director (D-1) Information Society Division, Communication and Information Sector (CI-335)

Main responsibilities

Under the authority of the Assistant Director-General for Communication and Information (ADG/CI), the incumbent will be responsible for UNESCO's activities to foster universal access to information and knowledge, develop info structures and harness ICTs for education, sciences and culture. This includes strategic planning and overseeing the implementation of regular programme and extrabudgetary activities, as well as managing the staff of the Information Society Division.

In particular, the incumbent shall provide intellectual, strategic and operational leadership of the Information Society Division by: (a) driving the preparation of strategies, including UNESCO's mid-term strategies (C/4) and the biennial programmes and budgets (C/5) in the areas assigned to the Division at Headquarters and in the field, based on a continuous analysis of global trends and UNESCO stakeholders' needs, and on developments related to the follow-up and implementation of the outcomes of the World Summit on the Information Society; (b) leading the conceptualization, design and implementation phase of the activities of the Division; (c) providing expert advice to internal and external stakeholders in the areas covered by the mandate of the Division; and (d) fostering the multi-stakeholder

cooperation. He/she shall serve as the Secretary of the Intergovernmental Council for the Information for All Programme by: (a) providing intellectual, strategic and operational leadership for the development of the Programme; (b) assisting the intergovernmental structure (Council/Bureau) in the completion of its tasks through networking, ensuring information flow and organizing statutory meetings; (c) driving the outreach of the programme through fostering contacts and joint projects with representatives of Member States, UNESCO's governing bodies, civil society and the private sector; and (d) coordinating the implementation of the decisions of the Council including the administration of the IFAP Special Fund.

The incumbent will also ensure the management of the staff of the Information Society Division; establish appropriate communication procedures and information and knowledge management structures of the Information Society Division and lead the establishment of efficient and effective information and knowledge management procedures for the benefit of the Division and its internal and external stakeholders.

Qualifications and experience

- Advanced university degree (preferably Ph.D.) in information science or communication or related area.
- Postgraduate training in information and knowledge management or equivalent experience.
- At least 10 to 15 years extensive professional experience in the fields covered by the Information Society Division, including significant experience at the international level.
- Recognized experience in leadership and proven ability in planning and managing international projects.

- Recognized experience to manage, lead and motivate a large and diversified body of staff in a multicultural environment (at least five years).
- Excellent command of written and spoken English or French, with excellent drafting ability in one of them, and a good command of the other language. Knowledge of another official language (Arabic, Chinese, Russian or Spanish) would be an asset.

Competencies

- Analytical abilities and sound judgement of complex development and policy issues.
- Ability for strategic planning and management, including capacity to administer extensive programmes and financial resources and ability to lead complex negotiations with diplomacy and sense of tact.
- Ability to building collaborative partnerships and networks.

- Capacity to provide intellectual leadership, to guide and motivate staff in a multicultural environment and to exercise supervision and control.
- Organizational skills, including in establishing plans and priorities.
- Ability to communicate effectively and persuasively both orally and in writing.

Terms and conditions

The post is at grade D-1 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 \$152,670 (with dependants) or US \$139,360 (without dependants) per annum,

exempt from taxation. In addition, UNESCO offers an attractive benefits 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 Staffing 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 31 October 2009. Please quote post number "CI-335".

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.

**Representation of Member States in posts subject
to geographical distribution as at 1 July 2009**

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

Representation above range	Representation within range	Representation below range	Nil
	Nigeria	Somalia	
	Norway	Swaziland	
	Pakistan	Sweden	
	Panama	Switzerland	
	Poland	Thailand	
	Portugal	Tonga	
	Republic of Korea	Trinidad and Tobago	
	Saint Lucia	Turkey	
	Samoa	Turkmenistan	
	Serbia	United Republic of Tanzania	
	Seychelles	United States of America	
	Sierra Leone	Viet Nam	
	Slovakia	Zambia	
	South Africa		
	Sri Lanka		
	Syrian Arab Republic		
	The former Yugoslav Republic of Macedonia		
	Togo		
	Uganda		
	Ukraine		
	United Kingdom of Great Britain and Northern Ireland		
	Uruguay		
	Uzbekistan		
	Yemen		
	Zimbabwe		