



United Nations  
Educational, Scientific and  
Cultural Organization

Ref.: CL/3900

Subject: **Executive Director (D-2)**  
**Office of the Director-General (ODG-050)**  
**UNESCO Headquarters, Paris, France**

Sir/Madam,

I have the honour to inform you that I have decided to advertise the post of Executive Director (D-2), in the Office of the Director-General.

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 **17 December 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

## 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.

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

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

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