



United Nations  
Educational, Scientific and  
Cultural Organization

27/10/2009

Ref.: CL/3901

Subject: **Assistant Directors-General Positions  
UNESCO Headquarters, Paris, France**

Sir/Madam,

I wish to inform you of the advertisement of the following five senior programme positions, Assistant Directors-General, to lead the five mandates of the Organization (*education, the sciences, culture, and communication and information*), as well as three other Assistant Directors-General posts for the Sector for Administration, the Sector for External Relations and Cooperation and the Africa Department.

- Assistant Director-General for Education
- Assistant Director-General for Natural Sciences
- Assistant Director-General for Social and Human Sciences
- Assistant Director-General for Culture
- Assistant Director-General for Communication and Information
- Assistant Director-General for Administration
- Assistant Director-General for External Relations and Cooperation
- Assistant Director-General for Africa Department

I wish to emphasize the importance I attach to having outstanding candidates for these posts and count on your cooperation to achieve this goal by disseminating the vacancy announcements to nationals of your country through the most appropriate channels.

I therefore enclose corresponding vacancy announcements providing 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.

Candidates who wish to be considered for one of these posts 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 Classification Section, Bureau of Human Resources Management, by **27 December 2009** at the latest. Each candidate's application should include a detailed curriculum vitae, in English or French, with the following information: place and date of birth; present nationality; university education; present and previous posts held; names of persons from whom references may be obtained; 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 Notices.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at senior level. I should be grateful if you would assist me in achieving the equitable representation of women on the staff by encouraging women candidates to apply.

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

Koïchiro Matsuura  
Director-General

Enclosures: 5

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO



# United Nations Educational, Scientific and Cultural Organization

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

*UNESCO is currently recruiting for five senior strategic positions, Assistant Directors-General, to lead the five mandates of the Organization. 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.*

## MAIN RESPONSIBILITIES

Under the authority of the Director-General, the Assistant Directors-General are responsible for providing intellectual leadership and strategic vision both in the field of their respective Sector and Field Offices. The Assistant Directors-General are also responsible for the overall management, formulation, planning and coordination of UNESCO's programmes and plans of action in their Sector.

### Assistant Director-General for Education (VA "ED-001")

*The Education Sector's mission is to provide international leadership to create learning societies with educational opportunities for all populations; provide expertise and foster partnerships to strengthen national educational leadership and the capacity of countries to offer quality education for all; and work as an intellectual leader, an honest broker and clearing house for ideas, propelling both countries and the international community to accelerate progress towards these goals and facilitate the development of partnerships and monitor progress. Moreover, UNESCO plays a lead role for the global Education for All movement, aiming to meet the learning needs of all children, youth and adults by 2015, and has been mandated to coordinate the international efforts to reach EFA's goals.*

### Assistant Director-General for Natural Sciences (VA "SC-001")

*The Natural Sciences Sector's mission is to use science to build peace, to eradicate poverty and to promote sustainable development through leveraging scientific knowledge for the benefit of the environment and the management of natural resources, foster policies and capacity-building in science, technology and innovation and contribute to disaster preparedness and mitigation.*

### Assistant Director-General for Social and Human Sciences (VA "SHS-001")

*The Social and Human Sciences Sector's mission is to advance knowledge, standards and intellectual cooperation in order to facilitate social transformations conducive to the universal values of justice, freedom and human dignity by determining what should be – ethics and human rights; anticipating what could be – philosophy; and studying what is – empirical social science research.*

### Assistant Director-General for Culture (VA "CLT-001")

*The Culture Sector's mission is to preserve and encourage cultural diversity by increasing endogenous capacities for the safeguarding and preservation of the cultural and natural tangible and intangible heritage, within the framework of the international conventions adopted to that end and of national development strategies; and to encourage creativity and development of cultural industries by stimulating reflection and exchanges of experience on cultural policies for development and helping to create conditions for understanding and intercultural dialogue between and within nations.*

### Assistant Director-General for Communication and Information (VA "CI-001")

*The Communication and Information Sector's mission is to promote freedom of the press, media independence and pluralism while fostering the use of communication and information for governance and development; to stimulate global reflection on the challenges of the information society; to strengthen capacities, in the fields of communication, information and informatics; and to reinforce the role of libraries, archives and information services.*

For further information on the specific above-mentioned 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, preferably at the PhD level, in the relevant field.
- Extensive relevant professional experience in senior leadership positions including substantial assignments at regional and/or international level.
- Several years of exposure to the requirements of international cooperation.
- Demonstrated ability to direct change processes at the management level 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.
- Demonstrated ability to conduct high-level negotiations at international level.
- Demonstrated ability for resources mobilization.
- 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 in order 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 programme 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

The posts are 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 for one of these posts 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.



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## Assistant Director-General for External Relations and Cooperation (VA: "ERC-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 External Relations and Cooperation and the overall management, planning and coordination of the Sector. The Assistant Director-General for External Relations and Cooperation plays a central role in building efficient partnerships and collaborations with Member States, Associate Members, observers, territories, civil society, United Nations system, intergovernmental and non-governmental organizations.*

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.
- Several years of exposure to the requirements of international cooperation.
- Demonstrated ability to direct change processes at the management level 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.
- Demonstrated ability to conduct high-level negotiations at international level.
- Demonstrated ability for resources mobilization.
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### COMPETENCIES REQUIRED

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## **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.
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## Assistant Director-General for Africa Department (VA: "AFR-001")

### MAIN RESPONSIBILITIES

*Under the authority of the Director-General, the Assistant Director-General is responsible for providing leadership and strategic vision of the Africa Department and advises the Director-General on Africa priorities in the formulation, planning and coordination of policies and strategies, including monitoring and promotional activities. The Department provides impetus to UNESCO's action in Africa so as to reflect in all its programmes the priority that is specially accorded to the Africa region and ensure that these programmes are adapted to the needs and aspirations of African Member States. The Department also promotes the region's participation in the globalization process and strengthens regional and subregional cooperation. The Assistant Director-General is also responsible for the overall management of the Department.*

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**Representation of Member States in posts subject  
to geographical distribution as at 1 October 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 (Plurinational State of)	Central African Republic
Burundi	Bhutan	Cape Verde	Dominican Republic
Cameroon	Bosnia and Herzegovina	Chad	El Salvador
Colombia	Botswana	Chile	Gabon
Congo	Burkina Faso	China	Guyana
Denmark	Cambodia	Cook Islands	Iceland
Ethiopia	Canada	Djibouti	Kiribati
France	Comoros	Dominica	Kuwait
Italy	Costa Rica	Equatorial Guinea	Lesotho
Jordan	Côte d'Ivoire	Estonia	Liberia
Lebanon	Croatia	Fiji	Luxembourg
Morocco	Cuba	Greece	Marshall Islands
Nepal	Cyprus	Grenada	Micronesia (Federated States of)
New Zealand	Czech Republic	Guatemala	Montenegro
Niger	Democratic People's Republic of Korea	Guinea-Bissau	Myanmar
Peru	Democratic Republic of the Congo	Haiti	Nauru
Philippines	Ecuador	Hungary	Niue
Romania	Egypt	Indonesia	Palau
Russian Federation	Eritrea	Iraq	Paraguay
Senegal	Finland	Kazakhstan	Qatar
Spain	Gambia	Kenya	Saint Vincent and the Grenadines
Sudan	Georgia	Libyan Arab Jamahiriya	Saudi Arabia
Tunisia	Germany	Maldives	Slovenia
	Ghana	Malta	Solomon Islands
	Guinea	Monaco	Suriname
	Honduras	Namibia	Tajikistan
	India	Oman	Timor-Leste
	Iran (Islamic Republic of)	Papua New Guinea	Tuvalu
	Ireland	Republic of Moldova	United Arab Emirates
	Israel	Rwanda	Vanuatu
	Jamaica	San Marino	Venezuela (Bolivarian Republic of)
	Japan	Sao Tome and Principe	
	Kyrgyzstan	Singapore	
	Lao People's Democratic Republic	Somalia	
	Latvia	Swaziland	
	Lithuania	Sweden	
	Madagascar	Switzerland	
	Malawi	Tonga	
	Malaysia	Trinidad and Tobago	
	Mali	Turkey	
	Mauritania	Turkmenistan	
	Mauritius	United States of America	
	Mexico	Viet Nam	
	Mongolia	Zambia	

**Representation  
Above range**

**Representation  
within Range**

**Representation  
below Range**

**Nil**

Mozambique  
Netherlands  
Nicaragua  
Nigeria  
Norway  
Pakistan  
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