



United Nations  
Educational, Scientific and  
Cultural Organization

04/11/2016

Ref.: CL/4180

Subject: **Director (D-2)**  
**Bureau of Human Resources Management**  
**Paris, France**  
**HRM 237**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Bureau of Human Resources Management in Paris (France).

I enclose herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible and well before the closing date, and ensure that applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

It is important to note that all applications must be correctly submitted by **4 December 2016** at the latest. Should you have any queries, please send an email to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "**HRM 237**", to the following address below:

Director  
Bureau of Human Resources Management (HRM)  
UNESCO  
7 place de Fontenoy  
75352 Paris 07-SP  
France

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

Each candidate's application should contain a detailed *curriculum vitae* and the names of persons from whom professional references may be obtained. The *curriculum vitae* may be submitted in English or French, preferably on the official UNESCO *curriculum vitae* form, and should include the following information: date and place of birth; present nationality; gender; 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.

It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated deadline cannot be considered.

I cannot overemphasize the importance I attach to having an outstanding candidate to fill 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 channels you consider most appropriate.

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

Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO

<b>Title:</b>	<b>DIRECTOR, BUREAU OF HUMAN RESOURCES MANAGEMENT</b>
<b>Domain:</b>	Human Resources
<b>Post Number:</b>	HRM 237
<b>Grade:</b>	D-2
<b>Organizational Unit:</b>	Bureau for Human Resources Management
<b>Primary Location:</b>	Paris, France
<b>Recruitment open to:</b>	Internal and external candidates
<b>Type of contract:</b>	Fixed-Term
<b>Annual salary:</b>	US \$149,274
<b>Deadline (midnight, Paris time):</b>	<b>4 December 2016</b>

### OVERVIEW OF THE FUNCTIONS OF THE POST

Leading the Bureau of Human Resources Management, the Director serves as the main advisor to the Organization on the management of its human resources. Providing vision and strategies for the creation and maintenance of a dynamic workforce, the Director plays a primary role as part of the senior management team for ensuring UNESCO's continuing capacity to deliver on its mandate. From workforce planning through performance management, career development and learning, the Director acts as change leader and visionary manager of a team of human resources professionals. Motivating and providing an empowered environment for innovation and high quality service, the Director ensures the provision of a comprehensive and integrated service which positions the Organization to optimally develop and deploy its human assets. The Director promotes a keen appreciation by management and staff of the critical importance of human resources management as central to the overall performance of the Organization.

Under the general authority of UNESCO's Director-General, the Director shall:

- Direct the delivery of comprehensive human resource management services from recruitment through career development, learning and performance management ensuring integration and synergy in creation of the human resources management framework;
- Ensure the provision of critical business intelligence to senior management on overall workforce trends and emerging issues to position the Organization to proactively anticipate, plan and meet workforce needs as these arise;
- Advocate and build awareness within UNESCO of the central importance of the strategic importance of human resources management to the performance of the Organization. Embracing the nurturing and guiding of the development of staff including providing meaningful options addressing work/life balance issues, achieving gender equity and the leveraging of diversity as a comparative advantage;
- Support the evolution of a modern and dynamic international civil service through active contribution within the United Nations common system on human resources reform;
- Empower a peer community of human resources specialists to excel in programme delivery in the service of the Organization;
- Represent the Director-General in joint staff-management meetings as well as in the various United Nations and fora including the International Civil Service Commission (ICSC), the HR Network and, as appropriate, the High-Level Committee on Management (HLCM).

### REQUIRED QUALIFICATIONS

#### EDUCATION

- Advanced university degree (Master's degree or equivalent) in human resources, public or business administration or management, or other related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations in accordance with UNESCO's geographical mobility policy.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

### **WORK EXPERIENCE**

- A minimum of 15 years of progressively responsible professional experience at the national or international level in human resources management, including a significant part of this period at managerial level.

### **SKILLS/COMPETENCIES**

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- Strong managerial and leadership skills combined with demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex human resources issues.
- Proven ability to motivate, administer and manage a large body of staff working in diverse human resources functions.
- Thorough understanding and hands-on experience in human resources management and a sound knowledge of HR theory and general management concepts.
- Excellent judgment and decision-making abilities including strong analytical and negotiation skills.
- High sense of professional integrity and political sensitivity; demonstrated ability to interact with a wide range of high-level partners.
- Excellent interpersonal skills including demonstrated ability to work in a multicultural environment whilst maintaining a high sense objectivity and impartiality as well as sensitivity and respect for gender and diversity issues.
- Excellent communication skills with strong representational abilities.

### **LANGUAGES**

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French). Knowledge of the second one is strongly desirable. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

## **DESIRABLE QUALIFICATIONS**

### **EDUCATION**

- Other degrees or short- to medium-term training in disciplines relevant to the post would be an advantage.

### **WORK EXPERIENCE**

- Senior-level assignments at the international level and/or within the United Nations system.
- Knowledge of the United Nations Common System.
- Professional experience gained in multicultural working environments.
- Experience with the development and implementation of ERP systems.

### **SKILLS/COMPETENCIES**

- Proven ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks.

### **LANGUAGES**

- Knowledge of other official United Nations languages (Arabic, Chinese, Russian or Spanish)

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

**AN ASSESSMENT CENTRE MAY BE USED IN THE RECRUITMENT PROCESS OF THIS POST.**

**Representation of Member States in posts subject  
to geographical distribution as at 1 September 2016**

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

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
	Oman	San Marino	
	Pakistan	Sao Tome and Principe	
	Philippines	Saudi Arabia	
	Portugal	Serbia	
	Republic of Korea	Sierra Leone	
	Republic of Moldova	Singapore	
	Saint Kitts and Nevis	Slovakia	
	Saint Lucia	Slovenia	
	Seychelles	Somalia	
	South Africa	Sri Lanka	
	Syrian Arab Republic	Sudan	
	The former Yugoslav Republic of Macedonia	Suriname	
	Togo	Swaziland	
	Trinidad and Tobago	Sweden	
	Uganda	Switzerland	
	Ukraine	Thailand	
	United Kingdom of Great Britain and Northern Ireland	Turkey	
	Uzbekistan	Turkmenistan	
	Viet Nam	United Republic of Tanzania	
	Zambia	United States of America	
	Zimbabwe	Uruguay	
		Venezuela (Bolivarian Republic of)	
		Yemen	