



United Nations
Educational, Scientific and
Cultural Organization

29/03/2017

Ref.: CL/4196

Subject: **Director (D-1)**
Division of Ecological and Earth Sciences & Secretary of the Man
and the Biosphere Programme (MAB)
Paris, France
SC 398

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Division of Ecological and Earth Sciences & Secretary of the Man and the Biosphere Programme (MAB) 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 **29 April 2017** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "**SC 398**", to the following address below:

Director a.i.
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



Title:	DIRECTOR, DIVISION OF ECOLOGICAL AND EARTH SCIENCES & SECRETARY OF THE MAN AND THE BIOSPHERE PROGRAMME (MAB) (re-advertisement)
Domain:	Ecological Science
Post Number:	SC 398
Grade:	D-1
Organizational Unit:	Natural Sciences Sector
Primary Location:	Paris, France
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term
Annual salary:	US \$133,964
Deadline (midnight, Paris time):	29 April 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

The Division of Ecological and Earth Sciences, as part of UNESCO Natural Sciences Sector, has three overall responsibilities:

- *Providing the Secretariat for UNESCO's intergovernmental scientific programme Man and the Biosphere (MAB) Programme and its World Network of Biosphere Reserves;*
- *Providing the Secretariat for UNESCO's International Geoscience and Geoparks Programme (IGGP) as well as an interdisciplinary taskforce on disaster risk reduction;*
- *Coordination and technical back-stopping for all science colleagues working in Headquarters and the Field Offices in relation to the promotion of scientific research and networking in the environmental sciences: ecology, biodiversity, earth sciences, natural hazards and disaster risk reduction.*

Under the authority of the Assistant Director-General for Natural Sciences, the incumbent will serve as Director of the Division of Ecological and Earth Sciences and Secretary of the Man and the Biosphere (MAB) Programme.

As Director of the Division Ecological and Earth Sciences, the incumbent will be responsible for providing intellectual, strategic and operational leadership in the development, planning and execution of the programme of the Division. This includes the promotion of interdisciplinary research and training activities in natural resources management with particular emphasis on promoting sciences for sustainable development and strategies to address climate change and the conservation of biological diversity, in conjunction with the programme sectors of the Secretariat and also external agencies working in this field. In particular, the incumbent will be required to assist Member States in the evaluation of their needs and in planning and strengthening their research and training capacity, including mobilization of extrabudgetary resources for the implementation of operational projects on natural resources management and conservation of biological diversity.

The role of Secretary of MAB consists in leading the Programme, in conjunction with the Intergovernmental Coordinating Council in ensuring its smooth running and sound administration. It includes the responsibility for the functioning of the Secretariat of the intergovernmental MAB Programme and its World Network of Biosphere Reserves (WNBR).

Moreover, as Director of the Division, the incumbent will supervise the work of the Section of Earth Sciences and Geo-hazards Risk Reduction with its International Geoscience and Geoparks Programme (IGGP) with a view to develop UNESCO's international geology, geoparks, geophysics and earth observation programmes, as well as the programme and projects related to geo-hazards and disaster risk reduction (DRR). The incumbent will provide direct supervision to the Division's three Section Chiefs, and provide ultimate accountability for the smooth running of the statutory meetings of MAB and IGGP, including the efficient implementation of the decisions of MAB's and IGGP's statutory bodies.

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 must be ready 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.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent degree) in one of the fields of environmental and earth sciences. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- A minimum of 15 years of progressive professional experience at the appropriate management level within the United Nations system or within other international or national institutions, including a wide experience in development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Experience in advocacy, resources and partnership mobilization.
- Specialization and/or substantive experience in the area of natural sciences, especially in areas directly related to the post as well as an established scientific reputation in environmental research. Outstanding scientific record including a large number of high-quality publications.

SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Organizational skills, including in establishing priorities in devising implementation plans, as well as in implementing them effectively.
- Ability to interact with a wide range of high-level partners, and demonstrated partnership development and fundraising experience.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity, and exercise supervision and control, as well as ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the news media.
- Participate effectively in high-level negotiations.
- Capacity to provide leadership for the mobilization of extrabudgetary resources and operational support to implement projects and activities undertaken jointly with external partners.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages (English or French) of the Organization. A good 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

- Ph.D. in one of the fields of the ecological and earth sciences.
- Other degrees or short- to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE

- Experience in the field of international relations and diplomacy, multilateral cooperation, development.
- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.
- Experience in research work and/or teaching at university or in a research institution.
- Broad knowledge of environmental problems, with field experience.

SKILLS/COMPETENCIES

- Good knowledge of the United Nations system.

LANGUAGES

Knowledge of other official UN 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.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

**Representation of Member States in posts subject
to geographical distribution as at 1 February 2017**

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

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