

La Subsecretaria para Asuntos Multilaterales y Derechos Humanos, así como La Dirección General para la Organización de las Naciones Unidas (**DNU**) de la Secretaría de Relaciones Exteriores (**SRE**). Informa que la UNESCO a través de tres circulares, invita a presentar candidaturas para los siguientes puestos vacantes:

Número de vacantes	Puesto	Nivel	Fecha límite para entregar candidaturas
UNRWA/AP/RP/JOR/ED/oo	Director del Departamento de Educación en la Agencia de Naciones Unidas para los Refugiados Palestina en Oriente Próximo (UNRWA), en Amman	D-2	2/junio/2009
SC-370	Director de la División de Políticas Científicas y Desarrollo Sostenible en el Sector de Ciencias Naturales, en Paris	D-1	3/junio/2009
GBS-001	Director/Secretario del Consejo Ejecutivo y de la Conferencia General, en Paris	D-2	28/junio/2009



United Nations Educational, Scientific and Cultural Organization

Director (D-2) UNRWA/UNESCO Department of Education Amman, Jordan

In conformity with the Agreement between the Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) and the Director-General of UNESCO, the UNRWA Director of Education will be administratively responsible to the Commissioner-General of UNRWA while the Assistant Director-General for Education of UNESCO will supervise the substantive aspects of the programme. The Director provides strategic leadership to a large and complex school system bringing basic, secondary and higher education to 500,000 Palestine refugees in five locations. The Director will support important reforms taking place throughout UNRWA. Through UNESCO, he/she will link these ongoing changes to international best practices, while contributing with other UNRWA Directors to enhance social services to Palestine refugees.

Main responsibilities

- The incumbent will serve as authoritative adviser to the Commissioner-General on all aspects of the education programme and supervise the operations and staff in five locations, 700 schools and 10 vocational training centres and three teacher training institutions. The incumbent will also provide advice to the Director-General of UNESCO and Assistant Director-General for Education in matters relating to education for refugees.
- Directs the Education Programme, with the objective of contributing effectively towards improving the educational status of Palestine refugees; provides strategic guidance and direction to ensure that the education programme is managed on the basis of available funds in conformity with relevant UNRWA rules and regulations and a results-based budgeting approach. Also contributes to the regional and global activities of UNESCO in the field of education.
- Takes necessary measures for the improvement and expansion of UNRWA's general education, optimization of vocational/technical training particularly in relation to course development and approaches which include two-year, one-year as well as short-term courses, distance-learning methods and employer engagement; pre-service and in-service teacher training programmes.
- As a member of the Management Committee, participates in the formulation of the general UNRWA policy, contributes to UNRWA's reform programmes and initiatives and provides leadership for their implementation, and provides advice to the Commissioner-General.
- Maintains regular contact with host government departments with regard to all questions concerning the UNRWA Education Programme.
- As member of the Leadership Team of the Education Sector in UNESCO, participates in, and contributes to, the formulation of policy, strategies and implementation approaches to UNESCO priorities.

Qualifications and experience

- Advanced university degree in education, educational administration or in related fields.
- At least 15 years of professional and managerial experience with at least 10 years at a senior management international level and practical experience in the field of education and administration and planning of a major educational service.
- Knowledge of education systems in countries other than his or her own, particularly in the Middle East.
- Sound understanding of regional/international political trends, and United Nations and agency policy and practice, within the larger context of humanitarian agencies in general and of the Agency's mandate and role in particular.
- Basic computer skills.
- Excellent command of spoken and written English. Knowledge of other United Nations languages, in particular Arabic and/or French would be an asset.

Competencies

The successful candidate should be able to demonstrate the following competencies:

- Broad strategic vision which enables meaningful contributions to the achievement of UNRWA's mission.
- High-level diplomatic and representational competencies in international settings.
- A highly developed ability to inspire, lead and implement innovation and change in the Education Programme.
- Institutional awareness that contributes to UNRWA's ability to achieve results in a United Nations inter-agency setting.
- Empathy and effective communication skills in interpersonal relationships, providing for effective modelling and promotion of corporate values on integrity and accountability. Maintaining effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Negotiating skills, leadership skills, ability to resolve complex and/or sensitive issues.
- Demonstrated supervisory and management skills.
- Demonstrated proficiency in introducing innovation and change to enhance capacity and programme effectiveness.

Terms and conditions

The incumbent of this post will be a UNESCO staff member on loan to UNRWA. 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 \$155,290 (with

dependants) or US \$146,660 (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.

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 of this post.

Applications should reach UNESCO **before 2 June 2009**. Please quote post number "UNRWA/AR/RP/JOR/ED/0001".

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.



United Nations Educational, Scientific and Cultural Organization

Director, Division of Science Policy and Sustainable Development Natural Sciences Sector SC-370 (D-1)

UNESCO promotes international cooperation in science in the interests of peace, human rights and development. The Natural Science Sector acts as an advocate for science, as a platform for sharing ideas and standard setting, and promotes dialogue between scientists and policy makers. It empowers and catalyses innovative initiatives in the field of international cooperation in science, in particular through networks and capacity-building activities. The Director of the Division for Science Policy and Sustainable Development will provide intellectual, strategic and operational leadership in the area of capacity-building in science, technology and innovation policies formulation and implementation, as well as management of the programme, activities, budget and staff of the Division.

Main responsibilities

- Under the authority of the Assistant Director-General for Natural Sciences, the incumbent shall be responsible for the overall formulation, planning, implementation and evaluation of the programme of the Division for Science Policy and Sustainable Development, which is comprised of three sections and one unit, namely: Science and Technology (S&T) Systems Reform; Science, Technology and Innovation (STI) Studies and Publications; Science and Society Section, as well as a Unit for the Implementation of the Consolidated Plan of Action on Science and Technology for Africa.
- The incumbent will provide intellectual, strategic and operational leadership in pursuit of the Division's main goals. These are: (i) formulation of STI policies and strategic and strategies and provision of policy advice for the reform of S&T systems; (ii) evidence-based policies and practices for the promotion of science-society interactions that support sustainable development with emphasis on small island developing States (SIDS), and LDCs and indigenous people; and (iii) the promotion of participatory governance of STI systems at national, regional and global levels.
- He/she shall also lead and manage the activities, budget and staff of the Division in order to achieve the relevant expected results laid down in the programme and budget, coordinate the activities of the Division with those of other Divisions and Units of the Organization and participate in the planning and implementation of UNESCO's programme as a whole, in cooperation with the Social and Human Sciences and higher education programmes.
- He/she will ensure follow-up to major conferences (especially on the World Conference on Science, Budapest) and cooperate closely with organizations of the United Nations system and other international, governmental, intergovernmental or nongovernmental organizations active in the field of Science, Technology and Innovation; coordinate and provide support to programme activities decentralized to field offices and associated centres; provide leadership for the mobilization of extrabudgetary resources; and operational support to implement projects and activities undertaken jointly with external partners.

Qualifications and experience

- Advanced University Degree, preferably Ph.D, in one of the fields of sciences and technology.
- At least 10 to 15 years' extensive administrative, managerial and technical experience in the area of science, technology and innovation policy, with at least 5 years of high-level management experience in a scientific/technical area.
- Previous experience with organizations of the United Nations system would be an asset.
- Basic computer skills.
- Excellent command of written and spoken English or French. A good command of the other language would be an asset.

Competencies

- Strategic planning and management skills, capacity to administer financial resources and exercise appropriate supervision and control.
- Capacity to provide intellectual leadership to guide staff and motivate teams in a multicultural environment, and ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, ability to participate effectively in high-level negotiations.
- Organizational skills, establishing plans and priorities and implementing them effectively.

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 \$149,780 (with dependants) or US \$138,450 (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

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An Assessment Centre may be used in the recruitment process of this post.

Applications should reach UNESCO before **3 June 2009**. Please quote post number "**SC-370**".

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United Nations Educational, Scientific and Cultural Organization

Director, Secretariat of the Governing Bodies/ Secretary of the General Conference and the Executive Board GBS-001 (D-2)

The newly-created Secretariat of the Governing Bodies (GBS) brings together the previous Secretariats of the General Conference (SCG) and of the Executive Board (SCX) in a combined structure that, while retaining two separate and dedicated units for the servicing of each of the Governing Bodies, introduces a common management and supervision structure along with an encouragement for greater synergies between the two, in the context of Member States' call for coherency and harmony among the "three organs" of the Organization. The management structure consists of a Director (D-2), and two Deputy Directors (D-1). The incumbent of this post is generally responsible for all matters relating to the smooth functioning of the Secretariats servicing the General Conference and the Executive Board, as well as of their respective President/Chairperson.

Main responsibilities

Under the supervision of the Director-General, the incumbent shall:
For the General Conference: Perform the functions of Secretary of the General Conference before, during and after sessions, and more particularly:

- prepare the agenda of the sessions of the Conference and the organization of its work; serve as Secretary of the plenary and Bureau meetings; establish the calendar for the preparation of working documents, and prepare the publication of the resolutions adopted by the Conference;
- conduct the briefings of the Secretariat of the Conference; preside over all the coordinating meetings of the Secretariat of the Conference before and during General Conference sessions; supervise the preparation of the official records of each session of the Conference, and their distribution to Member States;
- supervise the preparation of round tables, cultural activities and special events;
- assist the President of the General Conference and take charge of the preparation and checking of his briefings;
- manage ongoing contact with the Director-General;
- evaluate each General Conference session; ensure the follow-up to General Conference resolutions; undertake, on behalf of the General Conference or the Director-General, studies on the working methods of the General Conference;
- act as Secretary for any organ set up on these matters by the General Conference; ensure constant revision and updating of texts concerning the General Conference.

Qualifications and experience

- Advanced university degree(s), in one of the fields related to UNESCO's fields of competence or equivalent relevant experience.
- At least 10 years' relevant professional experience at senior management level, preferably within the United Nations system.
- Excellent knowledge of the Organization, such as its Constitution, methods of work, etc.

Competencies

- Strategic planning and management abilities, including capacity to administer extensive programmes, financial resources and exercise appropriate supervision and control.
- Ability to take initiative and maintain effective working relationships with people of different nationalities and cultural backgrounds.

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 \$163,300 (with dependants) or US \$150,000 (without dependants) per annum, exempt from taxation. In addition, UNESCO offers an attractive

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An Assessment Centre may be used in the recruitment process of this post.

Applications should reach UNESCO before **28 June 2009**. Please quote post number "**GBS-001**".

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For the Executive Board: The incumbent is placed by the Director-General at the disposal of the Executive Board, as Secretary of the Board. He/She reports to the Chairperson of the Board and to the Director-General and, under their instructions, directs and supervises the work necessary for the smooth functioning of the Board. The incumbent shall be responsible in particular for:

- ensuring liaison between the Chairperson of the Board and the Director-General;
- preparing all meetings of the Board and its organs, attending all meetings and recording the decisions; establishing the calendar for the preparation of working documents, and preparing the publication of the decisions adopted by the Board;
- serving as Secretary of the Plenary and the Bureaux; preparing such records as may be required by the Board;
- assisting and advising the Chairperson of the Board on the conduct of business and all procedural matters pertaining to the Board;
- assisting and advising Members of the Board and Permanent Delegations on all procedural matters pertaining to the Board;
- supervising the preparation of summary records and the translation and distribution to Members of the Board of documents and summary records;
- ensuring the follow-up to Executive Board decisions; ensuring constant revision and updating of texts, especially normative texts, concerning the Executive Board.

The incumbent shall lead and manage the activities, budget and staff of GBS in order to achieve the relevant expected results laid down in the programme and budget.

- Excellent knowledge of one working language (English or French) and good knowledge of the other. Other working languages of the General Conference (Arabic, Chinese, Russian and Spanish) would be an asset.

- Capacity to provide intellectual leadership to guide staff and motivate teams in a multicultural environment.
- Ability to communicate effectively and persuasively, orally and in writing.
- Organizational skills, including in establishing plans and priorities, as well as implementing activities effectively.
- Diplomacy, sense of tact and political astuteness.

benefits package, including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance.

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