

# CHIEF OF SECTION

Post Number : SHS 338

Grade : P-5

Parent Sector : Social and Human Sciences Sector (SHS)

Duty Station: Paris

Job Family: Social and Human Sciences

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 26-SEP-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

## OVERVIEW OF THE FUNCTIONS OF THE POST

The Research, Policy and Foresight Section supports Member States in leveraging the contributions of the Social and Human Sciences in addressing major contemporary trends that are driving societal transformations. This includes increased inequalities of income and opportunities; the social impact of climate change and of the digital transformation. The goal of this work is to strengthen the research-policy interface, contributing to the establishment of a culture of evidence-informed decision-making policies, addressing the challenges of inequalities, supporting a fair/just environmental transformation. The Section also supports capacity-building mechanisms that will strengthen the capacities of national researchers, research institutions, research systems, policymakers and civil society to design and implement public policies for attaining sustainable, peaceful and inclusive societies, and builds and nurtures a network of thought leaders on social transformations.

The role of this Section has become all the more important given the societal impact of COVID. Under the close supervision of the Assistant Director-General for the Social and Human Sciences Sector (ADG/SHS), s/he will be responsible for the following programmes: Management of Social Transformations (MOST) Programme and its Inclusive Policy Lab, Futures Literacy, Humanities and philosophy, the General History of Africa, Digital Anthropology, and the Silk Roads Programme.

Under the overall authority and close supervision of the ADG/SHS and reporting to the Director for Partnerships and Outreach (DIR/POD), the incumbent will lead the design, coordination, execution and evaluation of the programme and projects for the Research, Policy and Foresight Section. In particular, the incumbent will:

### Vision

- Show through leadership and strong track record of finding solutions to the socio-economic challenges member states are confronting, including inequalities.
- Demonstrate innovative thinking to address the Post COVID challenges and foster social inclusion, cohesion and resilience.
- Ensure continuous acquaintance with state of the art analytical frameworks that inform better policy making, integrating system thinking and behavioural analysis, among others.
- Deep commitment to address increased inequalities and the social impact of climate change, including a just environmental transformations, and the digital transformations.
- Provide strong intellectual leadership and guidance to Section in order to develop, drive and ensure the delivery of a comprehensive implementation of the Approved Programme and Projects.
- Develop flagship projects with international impact and develop high quality networks, particularly with thought leaders on the social and economic transformations.
- Ensure a comprehensive implementation of the Approved Programme and Projects and deliver timely results; Manage work program effectively fashion, and drive excellent coordination with field offices.
- Define priorities, and agenda for staff and Section and locate and pursue resources.
- Demonstrate a strong capacity for timely delivery of the responsible programme outputs.

- Maximize the contributions of social and human sciences to the recovery of the COVID pandemic and building innovative solutions.
- Transform the Managing of Social Transformation Programme (MOST) and provide strategic leadership for its implementation.

### **Programme Design and Management**

- Direct the design, implementation, monitoring and evaluation of work plans and regular and extra budgetary initiatives and activities, ensuring the continuous optimization of resources;
- Translate work plans into implemented programmes and projects. Determine budget proposal items, translating into Section objectives and aligning with overall Sector priorities;
- Ensure visibility of the Section's outputs. Ensure quality delivery in the Section's events and publications and dissemination, and other materials such as guidelines and other policy and capacity development materials, documents and other technical products and information;
- Evaluate and report on their effectiveness and impact.

### **Knowledge and Expertise Exchange**

- Facilitate dialogue across expertise and throughout networks and on-line platforms, discussing emerging trends, application of best practices and exchanging ideas;
- Manage quality of contributions to subject specific knowledge bases, direct research and further share analysis ensuring thorough dissemination.

### **Representation and Policy Advice**

- Develop high impact networks and connect UNESCO in major events with actors, stakeholders, including from the private sector and academic institutions. Create synergies and develop partnerships;
- Represent the Section, in internal and external networks, such as universities, agencies, organizations and in ministries.
- Establish and pursue alliances on cross –organizational and –sectional issues and develop working frameworks and systemic approaches to increase capacity;
- Influence and contribute the development of concept notes, contribute to policy positions, formulation and implementation.

### **Resource Mobilization**

- Seek and achieve resource mobilization opportunities for extrabudgetary resources for relevant programmatic and thematic areas including engaging potential donors with projects plans which could attract support;
- Supervise the entire funding process, including developing and writing proposals, validating progress reports and ensuring the timely implementation and completion of project/programme activities.

### **Administrative Management and Staff Development**

- Lead and motivate a team of multicultural staff by creating a positive work environment;
- Monitor progress and development provide regular feedback and follow-up in line with the performance management cycle.
- Effectively manage the budget, with strong accountability and reporting.

### **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)  
Innovation (C)  
Knowledge sharing and continuous improvement (C)  
Planning and organizing (C)  
Results focus (C)  
Teamwork (C)  
Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's or equivalent) in the field of social and human sciences, economics or related areas.

### **Work Experience**

- A minimum of 10 years of progressively responsible and relevant professional experience in programme management, project planning, development and implementation in the field of research and public policy or similar Programmes.
- A minimum of 4 years of experience acquired at the international level.
- Demonstrated experience in policy analysis and formulation, and in working with countries to advance their policy priorities.
- Proven track record in fundraising activities.
- Experience in advocacy, resources and partnership mobilization, including experience in advancing partnership with and through leaders at the individual and institutional level.
- Experience in leading and managing human and financial resources.
- Demonstrated leadership in the areas of work of the Section.
- Demonstrated experience in conducting innovative research and advancing analytical work.

### **Skills and competencies**

- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust among, manage, lead and motivate a large number of staff in a multicultural environment with sensitivity and respect for diversity.
- Capacity to link policies to research to promote inclusive growth or inclusive societies.
- Excellent knowledge of multilateral settings.
- Strong experience on reduction of inequalities of income and opportunities analysis and international comparative analysis.
- Strong conceptual, intellectual and analytical capacities, with a high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Solid management and organizational skills with ability to establish plans and priorities and effectively implement them.
- Excellent interpersonal and representational skills and demonstrated ability to communicate, advocate, and negotiate with staff and a wide range of stakeholders/partners at all levels within and outside the Organization.
- Demonstrated ability to establish and maintain partnerships and to ensure a high-level coordination and cooperation with internal and external stakeholders.
- Ability to identify key strategic issues, objectives, opportunities and risks.

### **Languages**

- Excellent knowledge (written and spoken) of English or French.

## **DESIRABLE QUALIFICATIONS**

## Education

- PhD or equivalent in social and human sciences, or related fields.

## Work Experience

- Professional experience within knowledge-based institutions, either connected with the multilateral system, or in national institutions with good links with international work.

## Languages

- Good working knowledge of English or French.
- Knowledge of other official language of UNESCO (Arabic, Chinese, Russian and/or Spanish).

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 134,182 USD

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

*UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.*

*UNESCO does not charge a fee at any stage of the recruitment process.*

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