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CHIEF, SECTION FOR STRATEGIC PLANNING, MONITORING AND REPORTING (PMR)

Post Number : BSP 008

Grade : P-5

Parent Sector : Bureau of Strategic Planning (BSP)

Duty Station: Paris

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 10-JUN-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority and direct supervision of the Director of UNESCO's Bureau of Strategic Planning (BSP), the incumbent will manage a team of specialized professionals and provide leadership and guidance in the implementation of the Section's mandate and ensure the delivery of BSP's core results related to the elaboration of the Organization's Medium-Term Strategy (C/4) and the Programme and Budget (C/5) ; the preparation of statutory reports on the implementation of the Approved C/5 and the related work plans (EX/4 and EX/5) ; the provision of advice, support and guidance for the elaboration of strategic programme documents and action plans ; and the elaboration of policies and methodological guidelines regarding programme planning, monitoring and report.

The Chief of Section for Strategic planning, Monitoring and Reporting shall perform the following tasks:

Preparation and coordination of UNESCO's key strategic documents and statutory reports:

- Drive and lead the preparation of the Organization's Medium-Term Strategy (C/4) and the Programme and Budget (C/5), in close cooperation with the Sector for Administration and Management and all the Secretariat sectors and units. The task includes: (i) the organization of consultations with Member States and other partners; (ii) providing a strategic analysis of past and future trends and mapping of Member States' needs and priorities; (iii) elaborating policy guidelines and support material, as well as quality assurance reviews to ensure that the planning process and related outcome documents are in compliance with the Organization's Governing Bodies' strategic orientations and the programming framework and priorities, the Director-General's instructions, the principles of Results-Based Management and Results-Based Budgeting (RBM/RBB), and the demands of UN reform.
- Provide direction and quality assurance of statutory reports on the implementation of the Approved C/5 to be examined by the Governing Bodies, advise the Director of BSP on potential issues of concerns and follow-up on strategic matters.
- Lead and oversee the overall programme planning process and provide guidance and support with respect to the application of internal standards and methodologies pertaining to workplan elaboration, compliance with the Approved C/5 document and respect of global priorities and commitments, in close cooperation with other concerned BSP units, with all the Executive Officers of the Major Programmes and units, and, as necessary, in consultation with the Bureau of financial Management (BFM).
- Provide advice, guidance, support and quality assurance as required in the elaboration of the Organization's other key programmatic and thematic strategic documents, initiatives and action plans, ensuring alignment with the C/5 and Governing bodies decisions.
- Establish and maintain for the above purposes effective collaborative relationships with all the Organization's Sectors and units in headquarters, and, as needed, in the field offices and category I institutes.

Programme monitoring, reporting and policy development:

- In close cooperation with all Secretariat units, and building on best UN practices, lead the coordination of effective monitoring of programme implementation, and conduct the preparation of statutory reports on the implementation of the Approved C/5, especially the Programme implementation reports in close cooperation with the Sector for Administration and Management and Strategic Results Report, related sectoral/thematic action plans.
- Develop innovative approaches and provide strategic and technical advice to the Director of BSP to ensure implementation of UNESCO's intersectoral programmes and Global priorities.
- Ensure the Secretariat of internal house-wide programme committees, such as the Programme and Operations Committee as well as other programme-related intersectoral task forces as required and oversee the implementation and follow-up to the related policy decisions.
- Oversee the management of category 2 institutes and centres established under the auspices of UNESCO, by providing guidance and support to the programme sectors and ensuring alignment to the Organization's Strategy for these institutes.
- Make proposals to the Director of BSP for the conceptualization, development, and adaptation of relevant policies and processes, by promoting innovative approaches and intersectorality in support of the preparation of the above documents.
- Contribute to the development of partnerships in these areas.

Team Management and Staff Development

- Manage, lead and motivate a team of Programme officers in accordance with internal standards and processes, ensuring efficient use of resources and timely reporting, enabling teamwork, setting

and monitoring performance objectives and standards, and providing technical directives, coaching and guidance to enable high performance, motivation and foster staff development.

The incumbent shall also:

- Provide support to the Director of BSP in his/her functions and perform any other additional duties that may be required regarding the management and operations of the Bureau, and represent the Section, the Bureau and the Organization in internal and external meetings, as regards policy and programme matters, as delegated by the Director of BSP.
- Ensure the elaboration of programme-related communication and information material and contribute to the development of web tools to ensure, as needed, the effective management of the programme and its dissemination for internal and external audience, in liaison with the concerned services.
- Maintain, as necessary, effective exchanges of information with external stakeholders on programme issues, particularly among the Permanent Delegations and National Commissions to UNESCO, and peers in relevant UN organizations.

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)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's or equivalent) in International Relations, Management or in other fields of competence of UNESCO.

Work Experience

- A minimum of 10 years of progressively relevant professional experience in the area of strategic planning and programme management, of which preferably 5 years acquired at international level.
- Capacity to formulate and implement a long-term vision and strategic perspective.
- Robust knowledge of planning and reporting techniques in an international environment.
- Experience with the governance of international organizations.
- Demonstrated experience of effective communication at senior level.

- Experience in leading and motivating teams.
- Familiarity with budgeting/resourcing issues.

Skills & Competencies

- Proven track record in strategic planning.
- Excellent oral and written communication and interpersonal skills.
- Strong analytical, negotiating, networking and advocacy skills.
- Creativity and capacity to innovate.
- Ability to work effectively in a multi-cultural environment.
- Leadership skills.
- Familiarity with relevant technological solutions and systems.

Languages

- Excellent knowledge of English or French, and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in the area of strategic planning in an international environment.
- Familiarity with UN reform.
- Demonstrated experience of effective communication at senior level with senior officers in multilateral institutions.

Skills & Competencies

- Knowledge of UNESCO's activity areas and relevant partners and donors.
- Demonstrated knowledge of UNESCO's fields of competence.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian, 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.

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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UNESCO applies a zero tolerance policy against all forms of harassment