

Search by Keyword

Show More Options

Search by Location

Search Jobs

Clear

Select how often (in days) to receive an alert:

 Create Alert

Share this Job

Apply now »

SECRETARY, UNESCO APPEALS BOARD

Post Number : ADM 019

Grade : P-3

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Paris

Job Family: Administration

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) : 12-AUG-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Appeals Board is an administrative body with staff participation, established by the Director-General, to advise on appeals lodged by staff members (or former staff members and/or other duly qualified beneficiaries) against an administrative decision or a disciplinary measure within the framework of UNESCO's Staff Regulations and Staff Rules. The Secretary of the Appeals Board reports administratively to the Assistant Director-General for Administration and Management and functionally to the Chair of the Appeals Board.

The incumbent, acting under the direction of the Chair, assists the Board in the performance of its functions and as such is responsible for the administrative and organizational arrangements, as foreseen in the Statutes of the Appeals Board available for download [here](#).

The incumbent will perform the following principal duties:

- Act as focal point and case manager for all administrative, procedural and judicial matters before the Board; serve as the main interlocuter between staff members/appellants, the Administration and other Services of the Organization.
- Provide technical/legal advice and guidelines on regulations, policies, Manual provisions, Statutes and Rules of procedure of the Board to the Chair, Board members and appellants.
- Organize and attend meetings of the Board; prepare draft agenda and provide administrative, logistical and substantive support.
- Conduct and present to the Chair, research and analysis on various regulations and rules relevant to individual appeals.
- Prepare and submit to Director-General confidential reports; summarize pleadings relevant to each case and certify the Records in accordance with the Staff Regulations and Staff Rules.
- Ensure an organized and digitalized filing of submissions and Records of the Board as well as any other documentation; establish & maintain an up-to-date dedicated webpage for the Appeals Board.
- Support the process to identify and onboard new Appeals Board members, brief and guide the members of the Board on their duties and responsibilities.

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 degree or equivalent) in Business Administration or Law. A first-level university degree in combination with two additional years of qualifying experience can be accepted in lieu of the advanced university degree.

Work Experience

- Minimum of four (4) years of progressively responsible relevant professional experience in the field of Law or closely related field, of which preferably two (2) years acquired in an international environment.

Skills/Competencies

- Excellent organizational skills and ability to work independently.
- Excellent analytical and legal drafting skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to use independent judgment and to maintain confidentiality of records and information.

- Strong interpersonal skills and ability to maintain effective working relationships in a multicultural environment.
- Excellent knowledge of staff regulations, human resources policies, procedures and guidelines applicable in international organizations.
- Ability to take initiative in recommending actions.
- Discretion, integrity and tact.

Languages

- Excellent knowledge (oral and written) of English or French and good working knowledge of the other.

DESIRABLE QUALIFICATIONS

Education

- Specialization in administrative law, public international law, international civil service law, or related field.

Work Experience

- Experience in providing legal opinions on issues related to international administrative Law and HR policy advice.
- Experience in a Secretariat of an internal appeals body or international administrative tribunal.

Skills/Competencies

- Knowledge of the UN common system HR bodies and regulatory framework.
- Sound knowledge of international civil service law as applied by the ILO Administration Tribunal.
- Knowledge of conflict resolution processes and techniques.
- Good IT skills, notably with regards to file management, digitalization of paper files and the management of confidential files in digital format.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian 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 USD 88,458.

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.

[Apply now »](#)

Disclaimer of use

Access to Information Policy

Privacy Policy

UNESCO Name & Logo

FAQ

Environmental and Social Policies

Protection of human rights : Procedure 104

Transparency Portal

Scam alert

Report fraud, abuse, misconduct

© UNESCO 2019



UNESCO applies a zero tolerance policy against all forms of harassment