

CHIEF OF STAFF

Post Number : CAB 015

Grade : D-2

Parent Sector : Office of the Director-General (CAB)

Duty Station: Paris

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 16-AUG-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General, the Chief of Staff contributes to efficient execution of the Director-General's mandate. In particular, the incumbent will be responsible for promoting the visibility and relevance of UNESCO's programmes and activities. To that effect, the incumbent will lead and coordinate the activities of all cabinet members in coordination with the Deputy Director-General, the Assistant Directors-General and all other members of the Senior Management Team.

In performing his/her duties, the incumbent will:

- Advise the Director-General on strategic issues.
- Develop and maintain close working relations with the Member States.
- Support the Office of the Director-General in overseeing and ensuring strategic coordination, coherence and integrated information, analysis and advice on UNESCO's programmes and activities including in resource mobilization opportunities.
- Develop and maintain close working relations with senior officials of the Programme Sectors, Programme Support Sectors and the Corporate Services; contribute to the formulation of overall strategies, policies, programme of work and related processes.
- Represent the Director-General on assigned issues, at meetings, working groups, task forces etc.; provide expert strategic advice to the Director-General to facilitate decision-making and programme planning and implementation.
- Serve as the Organization's interface on general programmatic matters and establish collaboration and partnerships with key officials at all levels inside and outside the Organization; seek and explore resource mobilization opportunities for relevant programmatic and thematic areas.

For further information on the specific programmes mentioned above, candidates may consult UNESCO's website, at <https://www.unesco.org/en>, and/or the following documents: [41 C/4 \(UNESCO's Medium-Term Strategy for 2022-2029\)](#) and [41 C/5 \(UNESCO's Approved Programme and Budget for 2022-2025\)](#).

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 one of UNESCO's areas of competence or other related fields (International Relations, Public Administration, etc.).

Work Experience

- At least fifteen (15) years of progressively responsible relevant professional experience in UNESCO's fields of competence, administration or related fields, of which preferably seven years acquired at international level.
- Experience in preparing analytical reports, background papers and talking points for senior executives.
- Experience in leading, motivating and coordinating the work of a team of professional staff.

Skills and Competencies

- Good knowledge of UNESCO's strategic objectives and priorities as well as a good understanding of the United Nations system at large.
- Wide general culture including astuteness and awareness of social, political and cultural trends.
- Excellent communication skills (spoken and written).
- Good representational skills and ability to interact with a wide range of high-level partners.
- Ability to identify key strategic issues, opportunities and risks.
- Strong analytical skills.
- Proven managerial skills and ability to lead and motivate teams in a multicultural environment with sensitivity and respect for diversity.
- Sound judgement and decision-making skills.
- Demonstrated planning and organizational skills, ability to manage competing priorities and to work under pressure.
- Commitment to the Organization's mandate, vision, strategic directions and priorities.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Other educational qualifications in Public Administration, Political Sciences or related fields.

Work Experience

- Professional experience within an international, governmental or non-governmental Organization or with the United Nations system.
- Experience working in a programmatic field setting.

[Skills and Competencies](#)

- A solid understanding of global operational risks.
- Skills in administration and the management of financial and human resources.
- Sound knowledge of general management practices and techniques.

[Languages](#)

- Knowledge of other official languages 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 179 555 US \$.

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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