

# SENIOR EXECUTIVE OFFICER

Post Number : 1CAUIS0323ST

Grade : P-5

Parent Sector : UNESCO Institute for Statistics (UIS)

Duty Station: Montreal

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 10-APR-2023

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

## OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Institute for Statistics (UIS) produces data to fuel the policies and investments needed to transform lives and propel the world towards its development goals. Providing statistical and technical inputs for global, regional and funding mechanisms for education, the UIS enables the work of the UN Transforming Education Summit, the Global Education Cooperation Mechanism (GCM), G7, G20, etc. The UIS meets data needs for emerging priorities, for example, most recently, tracking and monitoring impact of the COVID-19 pandemic on education worldwide. The UIS maintains the most comprehensive education statistics database in the world – the official source of data of the UN system, used for various purposes, including for the SDG monitoring.

Established in 1999, the UIS serves as UNESCO's statistical agency. The UIS is focused on delivering cross-nationally comparable data for global, regional and development agendas, covering the fields of education, science, culture, and communication and information. The UIS assures the technical support for Member States to produce transformative data based on the 3 pillars (Standards and methodologies; Data production; Brokerage and outreach). The UIS vision, described in its 2022-2029 Medium Term strategy, is to serve the needs of Member States, ensuring that their policies and decision-making are informed by sound statistical information, that they can benchmark progress towards national and international goals, and learn from the experience of others.

The UIS is seeking to build **a new senior staff management team** that will lead the successful implementation of that vision, enabling the UIS further transformation to remain relevant, innovative, and agile in the constantly changing global environment.

As a member of the senior staff management team, working under the overall authority and supervision of the UIS Director, the incumbent is responsible for providing strategic and advisory support the Director in the coordination and day-to-day management of the Institute and contributing to the achievement of the UIS's overall goals and objectives. The work is cross-disciplinary and involves coordinating the work of teams, capitalizing and enhancing synergies to facilitate the integration of the Institute's activities and plans in a coherent and complementary manner.

Specifically, the incumbent will be responsible for the following:

### **1) General Management**

- Provide comprehensive strategic and policy advice and decision-making support to the Director with regard to the management of the Institute's Programme, budget, staff and knowledge management, ensuring follow up of Director's decisions.
- Lead the Director's Office in the planning and distribution of assignments, establishing internal procedures and making proposals for their improvement and monitoring.
- Act as Officer-in-Charge during the Director's absence on mission or on leave.

## **2) Oversee and coordinate Programme, Monitoring and Evaluation**

- Coordinate the activities and operations of the Programme Sections and ensure timely preparation of the Institute's contribution to various documents and reports (Medium-Term Strategy (C/4), the Programme and Budget (C/5), reports of the UIS Director to the UIS Governing Board and the Policy and Planning Committee, the reports of the Director-General to the Governing Bodies (i.e., General Conference and Executive Board) on the activities of the Institute and other relevant documents).
- Assess the implementation of the Institute's Programme and Budget (regular and extra budgetary), General Conference resolutions and Executive Board decisions; Coordinate the preparation of work plans to ensure quality reporting thereon in liaison with the Institute's sections, other UNESCO Sectors and the relevant services and ensure coherence between UIS HQ and field programming, in collaboration with UIS' Regional Field Network (RFN) and Field Office Directors.
- Act as the Institute's interface/ reference person for evaluations and audits conducted by IOS, EA and other bodies, as applicable.

## **3) Financial and human resources administration**

- Provide strategic advice to UIS Director on the planning, development and deployment of the Institute's human and financial resources to optimize programme implementation in collaboration with section heads/chiefs, the Senior Finance and Administrative Officer and the Human Resources Officer.

## **4) Managing the activities of the Science, Culture and Communication (SCC) Unit**

- Direct the planning, initiation and execution of the Science, Culture and Communication (SCC) Unit work programme, with greater resources devoted to the STI area, comprising the collection, compilation, analysis, dissemination and international standardization for SCC data.
- Direct the staff of the SCC section providing both technical and managerial supervision of all its activities including preparation of its work programme and as needed, collaborate with and support other UIS units on matters related to Information and Communication Technology (ICT).

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

Communication (C)

Accountability (C)

Innovation (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)  
Building partnerships (M)  
Driving and managing change (M)  
Knowledge sharing and continuous improvement (C)  
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 degree or equivalent) in education, statistics, economics or social sciences, business/public administration, or closely related field(s).

### ***Work Experience***

- Minimum of 10 years of progressively responsible and relevant professional experience in designing, implementing and monitoring programmes, projects or policies in the field of education, statistics or closely related field(s), of which preferably 4 years acquired at international level.
- Experience working on organizational programmes and budget.
- Experience in advocacy, resources and partnership mobilization.
- Experience in leading, managing and motivating staff and teams.

### ***Skills and competencies***

- Excellent knowledge and intellectual leadership in the field of statistics.
- Strong analytical and drafting capacities.
- Knowledge of strategic planning and change management in an international organization.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Demonstrated strategic planning, organizational and management abilities, including the capacity to administer programmes, financial resources and exercise appropriate supervision and control. Institutional leadership capacity and high sense of objectivity and integrity, diplomacy, tact and political astuteness.
- Ability to interact with a wide range of high-level partners and to participate effectively in high-level negotiation.
- Excellent communication and representational skills.

### ***Languages***

- Excellent knowledge (written and spoken) of English.

## **DESIRABLE QUALIFICATIONS**

### ***Education***

- Advanced university degree (Ph.D. or equivalent) in a relevant discipline.
- Short to medium-term training in disciplines relevant to the post.

### ***Work Experience***

- At least 7 years' experience acquired at international level, preferably within a United Nations Organization/Agency.

### ***Skills and competencies***

- Knowledge of UNESCO rules, regulations, policies and guidelines.

### ***Languages***

- Good knowledge of French.
- 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.

The approximate annual starting salary for this post is 116,720 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.*