

# CHIEF OF SECTION FOR STRATEGIC PLANNING, MONITORING AND REPORTING

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 18-NOV-2024

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

## OVERVIEW OF THE FUNCTIONS OF THE POST

This position is located in the Bureau of Strategic Planning, Division for Planning and Programming (BSP/DPP) in UNESCO Headquarters in Paris.

Under the overall authority of the Director of the Bureau of Strategic Planning and the direct supervision of the Director of the Division for Planning and Programming, the Chief of Section for Strategic Planning, Monitoring and Reporting (PMR) will manage a team of specialized professionals and provide technical leadership and guidance in the implementation of the Section's mandate to ensure the delivery of BSP 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); and
- The development of policies and methodological guidelines regarding programme planning, monitoring and reporting.

## Key statutory reports and strategic documents:

- 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 all Secretariat sectors and units. The task includes: (i) the organization of consultations with Member States and other partners; (ii) drafting background notes based on strategic analysis of past and future trends and mapping of Member States' needs and priorities; (iii) the elaboration of templates, 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 and the principles of Results-Based Management and Results-Based Budgeting (RBM/RBB).
- Lead and oversee the overall programme planning process and provide guidance and support on the application of internal standards and methodologies for workplans elaboration, compliance with the approved C/5 document and respect of global priorities and commitments in close cooperation with other concerned BSP units, 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 for 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 collaboration with all the Organization's sectors and units in Headquarters, and, as needed, in the field offices and category I institutes.

### **Programme monitoring and reporting:**

- In close cooperation with all Secretariat units and the Results Based Management Unit (RBM), lead the coordination of effective monitoring of programme implementation, and conduct the preparation of key reports, especially the Strategic Results Report, APIR, PIR, on the implementation of the Approved C/5 and the related sectoral/thematic action plans and coordinate the production of house-wide EX/5 documents.
- In close collaboration with the RBM Unit, make proposals for the Programme Coordination Group to continuously improve UNESCO's corporate monitoring and reporting function based on lessons learned and the application of new technologies.
- Lead the elaboration of programme-related communication and information materials and contribute to the development of web tools to ensure 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.
- Facilitate UNESCO's reporting against the UN System's frameworks (e.g., SDGs), as required.

### **Policies and methodological guidelines:**

- Ensure the Secretariat of internal house-wide programme committees, as well as other programme-related intersectoral task forces as required and oversee the implementation and follow-up to the related policy decisions.
- Propose to the Director of the Division for Planning and Programming the conceptualization, development, review and adaptation of a range of policies and processes related to the tasks of the Section, including by promoting innovative approaches and tools to improve UNESCO's programming, in response to UNESCO's mandate as well as in alignment with UN System programming practices (as per the UN system definition, "programming", which refers to the process of planning, designing, implementing, monitoring, and evaluating a set of coordinated activities or interventions aimed at achieving specific development outcomes).
- Advise and contribute, as needed, to the revision and elaboration of the Organization's comprehensive partnerships strategy, and ensure alignment with the programme priorities, in collaboration with BSP's Division for Partnerships.

### **Team Management and Staff Development :**

- Establish the priorities and objectives of the Section, develop work plans and organize the work and resources to achieve the objectives and targets. Under the guidance of the Director of the Division for Planning and Programming, oversee the preparation and management of

the Section budget and work plans in accordance with internal standards and processes, ensuring efficient use of resources and timely reporting.

- Manage and lead a diverse and specialized team, allocating assignments and 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.

### **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)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

Building partnerships (M)

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

### **REQUIRED QUALIFICATIONS**

#### **Education**

- Advanced university degree (Master's or equivalent) in International Relations, Marketing, Business Development, Economics, Management or in other fields of competence of UNESCO.

#### **Work Experience**

- A minimum of 10 years of progressively responsible relevant professional experience in the area of corporate planning, monitoring and reporting, of which preferably 5 years acquired at international level.
- Demonstrated leadership in strategic planning.
- Demonstrated familiarity with programming quality standards.
- Demonstrated experience in coordinating complex multi-stakeholder processes.
- Demonstrated experience in leading and motivating teams, formulating and implementing a long-term vision and strategic perspective.
- Demonstrated experience of effective communication at senior level.

#### **Skills and Competencies**

- Proven track record in strategic planning.
- Excellent drafting skills.
- Strong analytical, negotiating, networking and advocacy skills.
- Strong coordination skills.
- Creativity and capacity to innovate.
- Excellent oral and written communication and interpersonal skills.
- Ability to work effectively in a multi-cultural environment.
- Excellent leadership skills, and skills in the management of performance and resources.

- Solid knowledge of 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 programme and project management at both Headquarters and Field level.
- Demonstrated experience with planning and programming innovation and system change.

#### Skills and Competencies

- Knowledge of UNESCO's activity areas and relevant partners and donors.

#### Languages

- Knowledge of another 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 152 171 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.*

Please note that UNESCO is a non-smoking Organization.