

# HEAD OF OFFICE AND UNESCO REPRESENTATIVE TO PAKISTAN

Post Number : 4PKPAX0001RP

Grade : P-5

Parent Sector : Priority Africa and External Relations Sector (PAX)

Duty Station: Islamabad

Job Family: Field Operations Coordination

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 05-SEPT-2024 [EXTENDED]

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 Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and the direct supervision of the Director of the Regional Office in Almaty, the Head of the UNESCO Office in Islamabad will manage the multidisciplinary programme of the National Office and provide intellectual, strategic and operational leadership in planning and implementing activities and responding to the priority needs of Pakistan in all UNESCO's fields of competence.

This will also include the effective and efficient management of the Office's human resources, administration, security and operations, in line with the Organization's policies and procedures, including the application of effective internal controls. The Head of the UNESCO Office in Islamabad will advocate and promote UNESCO's work in consultation and cooperation with the Government, other UN Agencies, Development Banks, NGOs, Bilateral Organizations.

Moreover, the incumbent also will participate, or ensure the participation of the Office, in all meetings and activities of the United Nations Country Team (UNCT) in Pakistan.

## COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Professionalism (C)

Results focus (C)

Teamwork (C)

Strategic thinking (M)

Managing performance (M)

Making quality decisions (M)

Leading and empowering others (M)

Driving and managing change (M)

Building partnerships (M)

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

## REQUIRED QUALIFICATIONS

### **Education**

- Advanced university degree (Master's degree or equivalent degree) in a discipline related to UNESCO's mandate, public or business administration or international relations, or related field.

### **Work Experience**

- At least ten (10) years of progressive professional experience at the appropriate management level within the United Nations system or within other international or national institutions, including a wide experience in development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Experience in project design, implementation and management, as well as advocacy, resources and partnership mobilization.

### **Skills & Competencies**

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven skills in administration and the management of financial and human resources.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources, as well as to exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Ability to interact with a wide range of high-level partners, and demonstrated partnership development and fundraising experience.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity, as well as exercise supervision and control and ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the news media.

### **Languages**

- Excellent knowledge and drafting skills in one of the working languages (English or French) of the Organization and ability to work in the second language.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Courses/degree in a management-related field.

### **Work Experience**

- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.
- Two (2) to five (5) years' experience in post conflict/post-disaster situations.

### **Skills & Competencies**

- Broad general culture and sound analytic capacities; good geopolitical knowledge of the region.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Excellent interpersonal skills and ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Good knowledge of the United Nations system.

### **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 134 181 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.*