Ref.: CL/4342

Subject: Director (D-2)
UNESCO/UNRWA Department of Education

Sir/Madam,

The vacancy notice for the post of Director, UNESCO/UNRWA Department of Education, Amman, Jordan has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender equality, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage all appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, Careers, as soon as possible and before the closing date, and ensure that their applications have been well received. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be completed and correctly submitted by 16 March 2021 at the latest. For any queries, I would ask you to send an email to staffinateam@unesco.org. Only applications received within the stipulated deadline can be considered to ensure equitable treatment of all applications received.

In order to have an outstanding candidate fill this post, I count on your cooperation to disseminate the vacancy announcement to nationals of your country as widely as possible.

Please accept, Sir/Madam, the assurances of my highest consideration.

[Signature]
Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

To Ministers responsible for relations with UNESCO
Post Title: Director, UNESCO/UNRWA Department of Education
Post Number: 5JOED001RP
Grade: D-2
Parent Sector: Department of Education, UNRWA/Education Sector, UNESCO
Duty Station: Amman, Jordan
Job Family: Education
Type of contract: Fixed-Term
Duration of contract: 2 years
Recruitment open to: Internal and external candidates
Application Deadline (midnight, Paris time): 16 March 2021

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

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO, in close collaboration with UNRWA, is currently seeking a pro-active, visionary Director for the Department of Education in UNRWA. The right candidate will be a seasoned leader, able to foster trust through an inclusive approach and to inspire others.

In conformity with the Memoranda of Understanding between the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) and UNESCO, UNESCO shall provide high-level management support to UNRWA through the loan of a staff member at D2 level in accordance with UNESCO’s Staff Rules and Regulations and with the Inter-organization Agreement concerning Transfer, Secondment or Loan of staff among the Organizations applying to the United Nations system organizations.

In compliance with these terms, the Director of Education will be administratively responsible to the Commissioner-General of UNRWA, while the Assistant Director-General for Education of UNESCO will supervise the substantive aspects of the programme.

The Director of Education at UNRWA provides strategic leadership to a large and complex school system of basic, secondary, technical, vocational and teacher-degree level education to over 540,000 Palestine refugee children and young people in four locations: Lebanon, the Syrian Arab Republic, Jordan, and Palestine.

She/he will provide strategic leadership and technical support over the UNRWA Education Programme across the locations covered. She/he will provide day-to-day overall leadership to the education staff at UNRWA’s Headquarters and ensure technical leadership to the Chiefs of Education of the different locations.

The incumbent will be a member of the UNRWA Management Committee (MC), supporting the Agency in its overall planning and reporting processes, advocacy, and the implementation of any reforms taking place in UNRWA, as well as of the Leadership Team of UNESCO’s Education Sector.

Specifically, the incumbent shall:

- Strategically direct the UNRWA Education Programme, with the objective of improving access, quality, equity and inclusion of, education for Palestine refugees.
- Serve as authoritative adviser to the UNRWA Commissioner-General and Executive Office on all aspects of the Education Programme and in response to challenges and opportunities, based on the strategic orientations, priorities and positions in the field of education set by UNRWA and UNESCO.
- Constantly liaise with UNESCO in order to ensure coherence in the provision of support to Palestine refugees in the field of education, based on UNESCO’s data, practices, guidelines and positions.
- Oversee and support the strategic and technical perspective of operational decisions in all locations, and with regard to over 700 schools and 8 vocational training centres and two teacher training institutions.
- Provide strategic vision and guidance to ensure that the Education Programme is managed in a cohesive and integrated way, on the basis of available funds and in conformity with relevant UNRWA policies, rules and regulations.
- Lead on the UNRWA Agency-wide reporting and analysis with regard to technical support to the Field, collection and quality assurance of data, in line with Agency monitoring frameworks.
As a member of the UNRWA Management Committee, participate in the formulation of the general UNRWA policy, planning and reporting mechanisms.

As a member of the Leadership Team of the Education Sector in UNESCO, participate in, and contribute to, the formulation of policy, strategies and implementation approaches to UNESCO priorities.

Provide advice to UNESCO in matters relating to education for Palestine refugees and Education in Emergencies (EIE).

Establish, develop and maintain working relations with key partners, most specifically Host Countries, other UN agencies, INGOs, other partners of UNRWA and UNESCO, to share and promote the work of UNRWA and to contribute to broader educational development.

Maintain motivated and effective staff in the department for the purpose of formulating, planning, implementing, monitoring and evaluating its programmes.

**COMPETENCIES** (Core/Managerial)

- Communication (C)
- Accountability (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)
- Building partnerships (M)
- Driving and managing change (M)
- Strategic thinking (M)
- Making quality decisions (M)
- Managing performance (M)
- Leading and empowering others (M)

For detailed information, please consult the **UNESCO Competency Framework**.

**REQUIRED QUALIFICATIONS:**

**Education**

- Advanced university degree (Master's or equivalent) in education, education planning or related social sciences fields.

**Work Experience**

- Minimum 15 years of progressively responsible relevant professional experience in the field of education both at national and international level, of which several years of experience in senior management positions.
- Experience in resources mobilization and partnership development.

**Skills and Competencies**

- Strong commitment to the mandate, vision and priorities of UNESCO and UNRWA.
- Sound understanding of regional/international political trends, and United Nations, UNESCO and UNRWA policy and practice, within the larger context of humanitarian and development agencies in general.
- Knowledge of education systems in different countries, including the Arab Region.
- Excellent understanding of global trends and developments in education.
- Proven intellectual leadership and managerial skills, as well as capacity to motivate multidisciplinary teams in a multicultural environment and ensure coaching and development of staff.
- Broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Demonstrated strategic planning, management skills and capacity to administer financial resources.
- Demonstrated proficiency in introducing innovation and change to enhance capacity and programme effectiveness.
- Demonstrated interpersonal skills and ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities in national, regional and international settings.

**Languages**

- Excellent knowledge (written and spoken) of English.

**DESIRABLE QUALIFICATIONS**

**Education**

- A PhD in education, sciences or other related social science fields.

**Work experience**

- Experience in the field of international relations and diplomacy, multilateral cooperation and development.
- Experience within the United Nations System.
- Strong global professional network.

**Languages**

- Knowledge (written and spoken) of French or Arabic.
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.

More details can be found on the ICSC website.

Please note that UNESCO is a non-smoking Organization.

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 applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States (last update here) 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.
## Representation of Member States in posts subject to geographical distribution as at 31 December 2020

<table>
<thead>
<tr>
<th>Representation above range</th>
<th>Representation within range</th>
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Saint Lucia
Seychelles
Sudan
Sweden
Syrian Arab Republic
Trinidad and Tobago
Uganda
Ukraine
United Kingdom of Great Britain and Northern Ireland
Uruguay
Uzbekistan
Viet Nam
Zambia
Zimbabwe
Slovakia
Slovenia
Somalia
Switzerland
Thailand
Togo
Turkey
Turkmenistan
United Republic of Tanzania
Venezuela (Bolivarian Republic of)
Yemen

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