

DIRECTOR OF LIAISON OFFICE AND UNESCO REPRESENTATIVE TO ETHIOPIA

Post Number : 6ETPAX0001RP

Grade : D-1

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

Duty Station: Addis Ababa

Job Family: External Relations

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 30-JULY-2021

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 direct supervision of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and in close consultation with all programme Assistant Directors-General, the incumbent will act as UNESCO Representative to the African Union Commission (AUC) and the United Nations Economic Commission for Africa (UNECA), maintaining close working relationships with the AUC organs at the leadership and technical levels.

The incumbent will also act as UNESCO Representative to Ethiopia, maintaining and fostering contacts and cooperation with the national authorities, the United Nations Country Team (UNCT), development banks, non-governmental organizations (NGOs) and other bilateral institutions and organizations advocating for UNESCO's mandate, strategic programme priorities and orientations.

In close cooperation with the Director of the UNESCO Multisectoral Regional Office in Nairobi (Kenya), he/she will manage the multidisciplinary programme of the Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of the country in all fields of UNESCO's competence. The incumbent will ensure the effective and efficient management of the Office's operations including security issues and its human and financial resources, in line with the Organization's policies and procedures including effective internal controls.

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)

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 degree or equivalent degree) in a discipline related to UNESCO's mandate, public or business administration or international relations.

Work Experience

- At least fifteen (15) years of progressive professional experience at the appropriate management level within the United Nations system, other international, national or private sector institutions, including a wide experience in diplomatic work or development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Demonstrated experience in advocacy and resources mobilization.
- Proven partnership experience with successful implementation of partners at global, local and community levels.

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.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and projects, financial and human resources, as well as to exercise appropriate supervision and control.
- 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 identify key strategic issues, objectives, opportunities and risks.
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Ability to communicate effectively and persuasively, both orally and in writing; demonstrated ability to interact with a wide range of high-level partners.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Courses/degree/training in a management-related field.

Work Experience

- Experience in the field of international relations and diplomacy, multilateral cooperation, development.
- Experience in African organizations and/or institutions such as the Africa Union (AU), the Regional Economic Communities of the Africa Union (RECs), the Economic Commission for Africa (ECA), etc.
- Professional experience gained in multicultural working environments.
- Assignments, preferably at senior level, in the United Nations system.
- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.

Skills & Competencies

- Good geopolitical knowledge of the African region and sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- 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 other official UNESCO languages (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.

For more information in benefits and entitlements, please consult [ICSC website](#).

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.