

# **DIRECTOR OF OFFICE AND UNESCO REPRESENTATIVE TO COSTA RICA, EL SALVADOR, HONDURAS, NICARAGUA, PANAMA**

Post Number : 3CRPAX0001RP

Grade : D-1

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

Duty Station: San Jose

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 and the direct supervision of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and in close consultation with the Assistant Directors-General (ADGs) of programme sectors and with the Directors of the UNESCO Regional and Cluster Offices in Latin America and the Caribbean region, the incumbent will act as the Director of the Office in San Jose and UNESCO Representative to Costa Rica, El Salvador, Honduras, Nicaragua, Panama. He/She will expand and 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 countries (Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama) covered by the Cluster Office in UNESCO's fields of competence.

The incumbent works within the framework of UNESCO's Medium-Term Strategies (C/4s), approved Programmes and Budgets (C/5s), the Priority Gender Equality Action Plan and international agreed development agendas such as Agenda 2030, in particular as regards to their regional and subregional dimensions.

The incumbent positions UNESCO as a trusted development partner in the countries covered by the Office by providing intellectual, strategic and operational leadership to the Office, participating in the activities of the UN at the national level in the countries covered by the Office and at the regional level, and managing external relations and partnerships.

## **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.
- 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 in one of the working languages (English or French) of the Organization and good knowledge and drafting skills in Spanish.

## **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.

## Skills & Competencies

- Broad general culture, good geopolitical knowledge of the region, sound analytic capacities.
- 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 other official UNESCO languages (Arabic, Chinese or Russian).

## **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.

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