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## DIRECTOR, BUREAU OF STRATEGIC PLANNING

Post Number : BSP 001

Grade : D-2

Parent Sector : Office of the Director-General (CAB)

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) : 21-OCT-2022

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

The mission of the Bureau of Strategic Planning (BSP) is to lead corporate strategic planning and programming efforts, including through improved strategic foresight and laboratory of ideas, act as the central hub for UNESCO's strategic partnerships and resource mobilization with a wide range of bilateral and multilateral public and private partners, and with civil society organizations, and contribute to the strategic positioning of the Organization's programmatic work in a UN inter-agency context.

The Director of the Bureau of Strategic Planning is responsible for the leadership and management of the Bureau and for formulating vision and coordination of strategic planning, programme monitoring, partnership development and resource mobilization, in liaison with Assistant Directors-General, for both

Sectors at Headquarters and Field Offices, in line with the Organization's Medium-Term Strategies, the prevailing Programme and Budget and the 2030 Agenda for Sustainable Development.

Under the general authority of UNESCO's Deputy Director-General, the incumbent is responsible for the overall management of the Bureau of Strategic Planning, including all its resources, and shall:

- Provide intellectual and strategic leadership and oversight in the elaboration, implementation, monitoring and reporting of the Organization's overall strategy and programme, results framework, including the eight-year Strategic Objectives, the quadrennial outcomes and outputs and the development of the related impact and performance indicators, ensuring compliance with the guidance provided by the Governing Bodies, and coordinating the development of strategic approaches for a variety of programme issues, including the focus on and achievement of Global Priorities;
- Lead and promote the application of a results-based management approach and principles in the work of the organization, and that such an approach underpins all planning and programming processes, so as to effectively capture and report on the Organization's results;
- Lead the development of effective planning and programming approaches and tools to strengthen UNESCO's programme development and delivery in line with its strategic objectives, including by promoting cutting-edge and innovative approaches through its laboratory of ideas and foresight functions;
- Promote and provide oversight for programmatic coherence, alignment with corporate strategic priorities and foster intersectoral work across all UNESCO's sectors, including coordination of the elaboration, monitoring and reporting on the Intersectoral programmes;
- Contribute to the preparation of reports for submission to the Governing Bodies on the implementation of the Approved Programme and Budget and extrabudgetary projects as appropriate; and ensure quality reporting to the Governing Bodies;
- Provide leadership and high-level guidance and support for the development and implementation of effective and innovative multistakeholder partnerships and resource mobilization efforts in support of UNESCO's strategic objectives, against high-level annual funding targets, to increase growth in extrabudgetary resources and ensure a predictable funding base, as well as strong stewardship of these resources, in collaboration with the Bureau for Financial Management, for maximum impact;
- Provide strategic advice for joint UN programming processes, such as the elaboration of UN Sustainable Development Cooperation Frameworks and elaboration of joint UN programmes at all levels;
- Contribute to relevant UN system inter-agency activities at global, regional and national levels, including representing UNESCO in the High-Level Committee on Programmes, and contributing to the work of the UN Sustainable Development Group;
- Oversee the implementation of the integrated comprehensive strategy for Category 2 institutes and centres;
- Participate in and contribute to the Senior Management Group to advise the Director-General and UNESCO's senior management in the areas of BSP's expertise; and
- Provide leadership and sound management of the Bureau, including sound financial and team management in line with UNESCO standards of efficiency, accountability and integrity.

The incumbent will interact and cooperate closely with government representatives, Permanent Delegations and National Commissions for UNESCO, UNESCO intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), and other multilateral and bilateral organizations, nongovernmental organizations, etc., with a view to furthering UNESCO's mandate and

objectives as well as the priorities adopted by the Governing Bodies. The incumbent will also represent the Director-General in commissions of the Governing Bodies of UNESCO as well as at intergovernmental, international and regional conferences.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://en.unesco.org/> and/or the following documents: [41 C/4](#) (UNESCO's Medium-Term Strategy for 2022-2029) and [41 C/5](#) (UNESCO's Approved Programme and budget for 2022-2023).

## **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)  
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 or equivalent) in Public or Business Administration, International Affairs or related field.

### **Work Experience**

- A minimum of 15 years of progressively responsible professional experience in strategic planning, programme development and management, coordination, evaluation, including substantial assignments of a regional and/or international nature.
- Several years of exposure to international cooperation.

### **Skills & Competencies**

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- Strong managerial and leadership skills, high sense of objectivity, strong analytical capabilities, professional integrity, and diplomacy.
- Ability to exercise intellectual authority and leadership, as well as strong strategic and analytical drafting skills.
- Good understanding of results-based management principles and proven ability to develop and coordinate large complex programmes at scale.
- Demonstrated experience in reform initiatives and change management leadership.
- Sound knowledge of general management practices, including governance and accountability, use of information and communications technology, and techniques of quality assurance and risk management.

- Good knowledge of UNESCO's programmes, demonstrated experience with the United Nations system, and familiarity with the 2030 Agenda for sustainable development as well as United Nations reform developments.
- Experience in complex negotiations and in representing organizations at international level and in interaction with governing bodies.
- Demonstrated experience in guiding and motivating teams that deliver high quality results in a multicultural environment and in observance of diversity, as well as proven ability to train, motivate and manage personnel and in performing supervisory and monitoring duties and supporting staff development.
- Excellent interpersonal skills including the ability to manage relationships at all levels of the Organization.
- Demonstrated experience in developing and executing successful non-profit revenue-generation and donor-management strategies and tactics in international, complex, mission driven organizations that has resulted in meeting and exceeding high-level targets.
- Excellent communication skills with strong representational abilities.

### **Languages**

- Excellent knowledge of English or French and good working knowledge of the other language.

## **DESIRABLE QUALIFICATIONS**

### **Languages**

- Knowledge of other official languages 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 169 706 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.*

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