

DIRECTOR, DIVISION OF EXTERNAL RELATIONS

Post Number : PAX 301

Grade : D-1

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

Duty Station: Paris

Job Family: External Relations

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 31-JAN-2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director-General and the direct supervision of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX), the Director of the Division of External Relations (DIR/PAX/DRX) has the overall responsibility for the smooth running of the Division, providing the necessary leadership and ensuring the supervision of its staff. The Director is responsible for the liaison with Member States and Associate Members, in particular with their Permanent Delegations, their National Commissions and representatives to the Executive Board, as well as with United Nations system organizations and international, regional and sub-regional intergovernmental organizations.

The Director will be responsible for:

- Providing ADG/PAX and the Director-General with authoritative and sound policy advice and decision-making support, as well as solutions and options for action with regard to all aspects of the Sector's work related to relations with Member States as well as National Commissions. Ensuring risk management through the early identification, analysis and assessment of risks and the development of strategies and advising those in charge on risk management in terms of the prevention, reduction and elimination of unacceptable risks.
- Providing strategic and intellectual direction, leadership and supervision to the Division staff. Formulating and implementing the Division's programme by determining priorities and deciding on resource allocation with a view to the optimal achievement of objectives and ensuring timely deliverables. Ensuring that roles, responsibilities and lines of accountability are clear for each staff member. Managing, guiding, developing and training the staff under his/her supervision. Fostering teamwork and communication within and outside the Division, across organizational structures.
- Guiding and supervising the timely and effective preparation of the documents required for the Organization's governing bodies, ensuring that said documents are technically and intellectually sound, clear and objective and meet high standards of quality, include comprehensive data, and are consistent with the Organization's strategy. Ensuring the timely provision, to ADG/PAX and the Director-General, of policy analysis, briefing notes, position papers, and discussion and concept notes, as well as documents on policy issues. Obtaining the agreement of decision-makers to achieve the necessary impact.
- Building strong networks and consensus for concerted actions with UN System agencies, intergovernmental organizations, providing guidance and advice within UNESCO and ensuring UNESCO's positioning in intergovernmental meetings and conferences.

- Advocating, promoting and fostering the work of UNESCO and ensuring the visibility of the work done by the Sector and all Field Offices.

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)

Making quality decisions (M)

Leading and empowering others (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 international relations, political science or related fields.

Work Experience

- At least fifteen (15) years of progressively responsible professional experience at the appropriate management level, of which preferably seven (7) years acquired at international level, within the UN 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 partnership creation, notably at the international level.
- Experience in the field of international relations and diplomacy, multilateral cooperation and development.

Skills & Competencies

- Knowledge of, and commitment to the Organization's mandate, vision, strategic direction and priorities.
- Good knowledge of UNESCO's programmes and policies and of international development policies and institutions.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources.
- Leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.

- Proven ability to work collaboratively and to build relationships with diverse groups of organizations and individuals, relevant institutions, and intergovernmental and non-governmental organizations, including through networking; ability to participate effectively in high-level negotiations with internal and external partners.
- Demonstrated analytical and organizational skills, including in providing strategic advice to senior management, in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Proven skills in administration and the management of financial and human resources.
- 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.
- Excellent interpersonal and communication skills with strong representational abilities.
- Ability to communicate effectively and persuasively, both orally and in writing, with a broad range of interlocutors, as well as the news media.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities, and risks.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Other degrees or training in disciplines relevant to the responsibilities of the post would be an advantage.

Work Experience

- Senior-level assignments at the international level and/or within the United Nations system.
- Demonstrated experience of management at the international level.
- Professional experience gained in multicultural working environments.

Skills & Competencies

- Broad general culture, good geopolitical knowledge, sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Proven ability to function effectively at relevant levels of responsibility (governments, international institutions, etc.).
- Skills in administration and the management of financial and human resources.
- 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 languages 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 160 200 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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