

# **DIRECTOR OF OFFICE AND UNESCO REPRESENTATIVE TO EAST AFRICAN STATES\***

*\* (detailed in the Vacancy Notice)*

**Post Number :** 6KEPAX0001RP

**Grade :** D-1

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

**Duty Station:** Nairobi

**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) :** 30-NOV-2023

**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), in close consultation with the Assistant Directors-General of the five programme sectors, and with the Directors of the other UNESCO Regional Multisectoral Offices in Africa for project planning, implementation, evaluation and reporting, the incumbent will act as the Director of the UNESCO Multisectoral Regional Office for East Africa in Nairobi and UNESCO Representative in Kenya, Comoros, Djibouti, Eritrea, Madagascar, Mauritius, Rwanda, Seychelles, Somalia and Uganda.

The incumbent will work within the framework of UNESCO's Medium-Term Strategies (C/4s), approved Programmes and Budgets (C/5s), the Operational Strategy for the Implementation of Priority Africa and the Priority Gender Equality Action Plan as well as within the framework of international agreed development agendas as Agenda 2030 and Agenda 2063, in particular as regards to their regional and sub-regional dimensions.

The incumbent will supervise the Heads of UNESCO National Offices in Addis Ababa (Ethiopia), Dar es-Salaam (United Republic of Tanzania), and Juba (South Sudan).

The core result, for which the incumbent will be responsible, is the positioning of UNESCO as a trusted development partner in the countries covered by the Office (Kenya, Comoros, Djibouti, Eritrea, Ethiopia, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, South Sudan, Uganda, United Republic of Tanzania) promoting integrated sub-regional approaches. Other results are the establishment and implementation of the multidisciplinary programme of the Office in close cooperation with the wider United Nations system; the effective and efficient management of the Office's operations, resources, premises and assets; and the establishment and implementation of robust external relations and partnerships, including with the Intergovernmental Authority on Development (IGAD) and the Indian Ocean Commission (IOC).

Moreover, the incumbent will participate, or ensure participation of the Office, in the activities of the United Nations at the national level in Kenya and in countries covered by the Office as well as at the regional level.

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

### **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.
- Professional experience in the field of education, sciences, culture, social sciences or communication.

### **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 (English or French) of the Organization and ability to work in 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.

### **Skills & Competencies**

- Broad general culture, good geopolitical knowledge of the region and 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 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 139 844 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

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 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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