

# **DIRECTOR OF OFFICE AND UNESCO REPRESENTATIVE TO KAZAKHSTAN, KYRGYZSTAN, TAJIKISTAN AND TURKMENISTAN**

Post Number : 4KZPAX0001RP

Grade : D-1

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

Duty Station: Almaty

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 Offices in Asia and the Pacific region for project planning, implementation, evaluation and reporting, the incumbent will act as the Director of UNESCO Regional Office in Almaty and UNESCO Representative to Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan.

The incumbent works within the framework of UNESCO's Medium-Term Strategies (C/4), Approved Programmes and Budgets (C/5) as well as in the framework of the international development agendas such as Agenda 2030.

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 (Islamic Republic of Iran, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan and Uzbekistan). Other results are the establishment and implementation of the multidisciplinary programme of the Office in close cooperation with the wider UN 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.

Moreover, the incumbent will participate, or ensure participation of the Office, in the activities of the United Nations at the national level in Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan.

## **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 or within other international or national institutions, including a wide experience in development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Experience in advocacy, resources and partnership 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 (English or French) of the Organization.

## DESIRABLE QUALIFICATIONS

### Education

- Courses/degree 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 Russian.
- Knowledge of other official languages of UNESCO (Arabic, Chinese 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 146 947 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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