

ETHICS ADVISOR

Post Number : ETH 001

Grade : P-5

Parent Sector : Ethics Office (ETH)

Duty Station: Paris

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 6 years, non-renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 26-JUL-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Ethics Office promotes an ethical organizational culture based on UNESCO's core values and to assist employees in navigating ethical dilemmas and upholding ethical standards.

The Ethics Advisor reports directly to the Director-General and will lead, coordinate and oversee the implementation of the Ethics Office of UNESCO by fostering a culture of ethics, transparency and accountability and promoting ethical standards within UNESCO at Headquarters and in the Field. The objective of the Ethics Office is to ensure that all staff members achieve the Organization's mission and perform their functions in accordance with the highest standards of integrity through conduct that is ethical, lawful and respectful of the countries in which the Organization operates.

Within this context, the Ethics Advisor will, in particular:

- Provide advice and guidance to management and staff on professional ethics standards and on specific policy and practice issues.
- Ensure compliance with the Organization's Rules and Regulations, Standards of Conduct and specific policies in place.
- Ensure implementation and administration of the Organization's Declaration of Interest and Financial Disclosure Programme.
- Ensure implementation of the Organization's Whistleblower Protection, Anti-Harassment, Protection from Sexual Exploitation and Abuse, and Conflict of Interest Policies.
- Develop and conduct ethics training programmes for staff, managers, and non-staff personnel and ensure its delivery across the Organization, through ethics training workshops and briefings.
- Participate in the development and implementation of organizational change programmes as needed.
- Manage the human and financial resources of the Ethics Office.

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 or equivalent higher-level qualification in Law, Audit and Investigations, Public/Business Management/Administration, Human Resources Management, Social Sciences or related field, with a special focus on administrative or corporate ethics, industrial psychology or labour relations.

Work Experience

- Minimum of 10 years of professional experience in public/private or international institutions in the field of corporate ethics.
- Experience in policies and practices in the areas of ethical standards, ethics and compliance programmes (such as conflict of interest, anti-harassment), code of conduct, accountability, compliance frameworks and/or financial disclosure policies.
- Experience in the preparation and implementation of ethics training modules and information packages for the staff.

Skills and Competencies

- Proven conceptual and analytical skills including the ability to collect, synthesis and analyse information from various sources and the capacity to develop policy and provide advice on professional ethics standards and issues.
- Champion of UNESCO's values and commitment to the highest professional and ethical standards.
- Excellent interpersonal skills including an innovative and pragmatic approach to find appropriate solutions to key issues.
- Professional integrity, diplomacy, tact, and independence of mind.
- Demonstrated ability to communicate, advocate, and negotiate with all levels of staff, including senior executives.
- Innovator with risk management ability and a proven track record as a successful agent of change.
- Excellent written and oral communication skills and proven ability to prepare, present and discuss findings and recommendations on issues clearly and concisely.
- Proven ability to lead, manage and motivate a team in a multicultural environment.

Languages

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

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in developing/implementing a whistleblower protection policy and/or a protected disclosure system.
- Experience in managing anti- harassment policies.
- Practical experience in conflict resolution/management.

Skills and Competencies

- Good knowledge of current best practices relating to corporate ethics and business conduct/practice.
- Knowledge of the UN system.
- Good skills in the administration and management of financial and human resources.

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 143 269 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.