

## HEAD OF UNIT (ASIA & THE PACIFIC)

Post Number : PAX 303

Grade : P-4

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) : 16-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 Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and the overall supervision of the Director of External Relations Division (DIR/PAX/DRX), and the direct supervision of the Chief of the Section for Relations with Member States (PAX/DRX/RMS), the Head of the Asia and Pacific Unit is responsible for promoting and strengthening relations and cooperation with Member States, regional organisations and relevant networks of the Asia and Pacific Region.

The incumbent will prepare relevant analysis for senior management, to support decision-making on policies and modalities of cooperation with concerned Member States and regional organisations.

In particular, the incumbent will perform the following tasks:

- Provide leadership and backstopping as regards overall relations and cooperation with concerned Member States, regional organizations, as well as National Commissions and UNESCO Field Offices in coordination with relevant colleagues.
- Coordinate and prepare briefings, background papers and notes on cooperation, as well as relevant developments with concerned Member States and the region, for the purposes of the senior management of the Organisation – including support the preparation and follow-up of relevant meetings and missions of the Director-General;
- Develop and maintain close relations with concerned Member States, including Permanent Delegations, with a view to supporting and strengthening cooperation;
- Support coordination with UNESCO Field Offices, including by facilitating and advising them in relations with Headquarters;
- Coordinate, update, and synthesize information and documentation on relevant developments with concerned Member States and UNESCO's cooperation with them, as well as with relevant regional and sub-regional organizations, in cooperation with UNESCO Field Offices;
- Ensure coherent country and regional approaches to develop and sustain UNESCO's cooperation with concerned Member States and regional organizations, including through the identification and development of new partnerships as relevant;
- Ensure effective management of the Unit and support the overall work of the Section and Division, including in relation to the UNESCO Governing Bodies, the Executive Board and General Conference.

For detailed information, please consult the [UNESCO Competency Framework](#).

### **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)

### **REQUIRED QUALIFICATIONS**

#### **Education**

- Advanced university degree (Master's degree or equivalent) in the field of international relations, political sciences, social sciences, or in other related area, preferably with a focus on the Asia and Pacific region.

#### **Work Experience**

- At least seven (7) years of progressively responsible relevant experience in the field of diplomacy, international relations, of which preferably three (3) years at the international level, preferably with reference to the Asia and Pacific region.
- Proven experience in development of analytical and strategic documents and advice.
- Proven experience in leading, managing, and motivating staff and teams.

#### **Skills & Competencies**

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Excellent geopolitical knowledge of the Asia and Pacific region.
- Excellent coordination and interpersonal skills.
- Excellent analytical and drafting skills, including demonstrated ability to provide high-level advice.
- Proven ability to communicate, advocate, and negotiate with colleagues, staff and stakeholders at all levels within and outside the Organization.
- Demonstrated management and organizational skills.
- Sense of diplomacy, tact and discretion.
- Proven ability to work effectively in a team and motivate teams in a multicultural environment.

#### **Languages**

- Excellent knowledge (written and spoken) of English or French and good knowledge of the other language.

## DESIRABLE QUALIFICATIONS

### Work Experience

- Experience in conducting dialogue with representatives of Member States

### Skills & Competencies

- Familiarity with the work and general functioning of international organizations and/or the UN system.
- Sound judgement and decision-making skills.
- Sound knowledge and understanding of current international affairs.

### Languages

- Knowledge of another official language 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 117 922 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.*

[Apply now »](#)

