

Indian National Commission for Cooperation with UNESCO
Government of India
Ministry of Human Resource Development
Department of Higher Education

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UNESCO Headquarters, Paris has called for applications for the post of Assistant Director General for Education. Relevant details are on the next page. Interested Individuals may apply for this post direct to UNESCO on the website <http://www.unesco.org/employment> and /or through the Indian National Commission for Cooperation with UNESCO at the following address:-

Secretary
Indian National Commission for Cooperation with UNESCO
Room No. 203 - C
Department of Higher Education
Shastri Bhawan
New Delhi.





United Nations Educational, Scientific and Cultural Organization

Assistant Director-General for Education (ED-001)

Main responsibilities

Under the authority of the Director-General, the incumbent will provide leadership in the overall management of the Education Sector. He or she will be responsible for the overall formulation, planning and coordination of UNESCO's strategy, programmes and plans of action in this field. At the core of the programme is the international campaign to achieve Education for All (EFA), whose goals were defined by the World Education Forum (Dakar, Senegal, April 2000). UNESCO's Education Programme supports the EFA campaign in two main ways. First, at the international level, it is responsible for coordinating and harmonizing the activities of key stakeholder groups, notably developing country governments, donor agencies, international/intergovernmental organizations, and civil society organizations. Second, it assists individual countries in EFA planning and policy formulation through capacity-building and advice. The programme focuses particularly on those countries experiencing difficulty in achieving the EFA goals by the target date of 2015 and on population groups excluded from education. In addition to the EFA campaign, the Education Programme provides assistance to countries in the reform and development of secondary, technical/vocational and higher education. Targeted assistance is provided to Member States in regard to the diversification and reform of education systems, the updating of content and methods, the improvement of quality and the introduction of innovations and new approaches, including distance education and e-learning. Throughout

the Education Sector's work, emphasis is placed on building multi-stakeholder partnerships at national and international levels and on fostering exchange of information, dissemination of best practices and establishment of networks of institutions and experts.

Within the framework of UNESCO's decentralization policy, the incumbent will be responsible for ensuring coherence, coordination and collaboration among UNESCO Headquarters, field offices and education institutes in the implementation of UNESCO's Education Programme and ensuring that the programme activities are all in line with UNESCO's strategic direction of education. He or she will cooperate closely with ministries, Permanent Delegations to UNESCO and National Commissions for UNESCO, and with the agencies and bodies of the United Nations system, the World Bank, multilateral and bilateral agencies, and civil society organizations. He or she will also cooperate closely with colleagues responsible for the other programme sectors of the Organization in order to ensure unity of purpose, strengthen synergies among the different sectors and develop intersectoral responses to pressing problems of development and the environment. The incumbent will represent the Director-General in specialized commissions of the governing bodies of UNESCO, as well as at intergovernmental and ministerial conferences.

Qualifications and experience

- Advanced university degree, preferably at doctorate level, in a field related to education.
- Extensive professional experience in senior executive positions in one or more fields covered by the UNESCO Education Programme, including substantial assignments at regional and/or international level.
- Several years of exposure to the requirements of international cooperation and proven familiarity with the work and activities of the United Nations system organizations and other international organizations in the field of education.

- Demonstrated ability to direct processes of change at the substantive and management levels within large institutions of national or international scope.
- Knowledge of the trends, demands and challenges in education, especially in developing countries.

He or she should possess:

- Proven leadership and managerial skills.
- Excellent communication skills.
- Excellent command of written and spoken English and French – the two working languages of UNESCO – with excellent drafting ability in one of them, and a good command of the other language.

Competencies

The incumbent should be able to demonstrate the following competencies:

- Lead and motivate a team of senior and mid-level managers, in a multicultural setting.

- Determine and communicate a clear strategic direction, including interdisciplinary dimensions, and set clear programme priorities.
- Translate strategy into sustainable action, and effectively plan, mobilize and manage resources to deliver expected results.
- Conduct high-level negotiations at international level.

Terms and conditions

The post is at grade ADG level, common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$197,230 (with dependants) or US \$178,600 (without dependants) per annum, exempt from taxation. In addition, UNESCO offers an

attractive benefit package, including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. Please note that UNESCO is a non-smoking organization.

How to apply

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>
Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to: Chief, Recruitment and Staffing Section, Bureau of Human resources Management, UNESCO, 7 Place de Fontenoy, 75352 Paris 07-SP, France.

An Assessment Centre may be used in the recruitment process of this post.
Applications should reach UNESCO before 16 June 2007. Please quote post number "ED-001"

Applications from qualified women candidates are encouraged, as are applications from under- or non-represented Member States