



United Nations  
Educational, Scientific and  
Cultural Organization

30 NOV 2016

Ref.: CL/4182

Subject: **Director (D-2)**  
**UNESCO Institute for Lifelong Learning (UIL)**  
**Hamburg, Germany**  
**1DEED0001UI**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Institute for Lifelong Learning (UIL) in Hamburg (Germany).

I enclose herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, Careers, as soon as possible and well before the closing date, and ensure that applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

It is important to note that all applications must be correctly submitted by **30 December 2016** at the latest. Should you have any queries, please send an email to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "1DEED0001UI", to the following address below:

Director *a.i.*  
Bureau of Human Resources Management (HRM)  
UNESCO  
7 place de Fontenoy  
75352 Paris 07-SP  
France

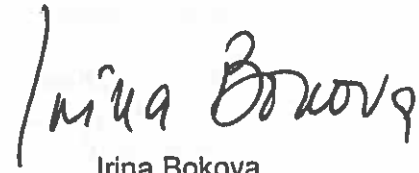
Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

Each candidate's application should contain a detailed *curriculum vitae* and the names of persons from whom professional references may be obtained. The *curriculum vitae* may be submitted in English or French, preferably on the official UNESCO *curriculum vitae* form, and should include the following information: date and place of birth; present nationality; gender; university education; present and previous posts held; fields of specialization; publications; knowledge of languages, in particular the degree of ability to write, speak and understand the required languages, as indicated in the attached Vacancy Notice.

It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated deadline cannot be considered.

I cannot overemphasize the importance I attach to having an outstanding candidate to fill this post, and count on your cooperation to achieve this goal through the dissemination of the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Accept, Sir/Madam, the assurances of my highest consideration.



Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO

**Title:** DIRECTOR, UNESCO INSTITUTE FOR LIFELONG LEARNING (UIL)

**Domain:** Education

**Post Number:** 1DEED0001UI

**Grade:** D-2

**Organizational Unit:** Education Sector

**Primary Location:** Hamburg, Germany

**Recruitment open to:** Internal and external candidates

**Type of contract:** Fixed-Term (2-year contract- maximum duration 6 years)

**Annual salary:** US \$132,419

**Deadline (midnight, Paris time):** 30 December 2016

## OVERVIEW OF THE FUNCTIONS OF THE POST

*The UNESCO Institute for Lifelong Learning (UIL) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. UIL promotes an integrated approach to policy development, research and training, capacity building, networking and partnership building in the field of lifelong learning, literacy and non-formal education of adult and continuing education. The mission of UIL is to ensure that all forms of education and learning - formal, non-formal and informal - are recognized, valued and available for meeting the demands of individuals and communities throughout the world. UIL responds to these demands and helps meet the challenges facing humanity with policy-driven research, publications and technical services for Member States and non-governmental and civil society organizations as well as private providers at their request.*

Under the authority of UNESCO's Director-General, and the direct supervision of the Assistant Director-General for Education, the incumbent provides intellectual leadership and strategic vision to UIL's programme and staff. He/she proposes to the UIL's Governing Board for its approval, the Institute's Medium-Term Strategies, operational plans and associated budgets. The incumbent will also ensure that UIL fully contributes to the achievement of UNESCO's Education programme objectives in the context of implementation of the Goal 4 (Education) of the 2030 Sustainable Development Agenda. The incumbent is responsible for administering the Institute and for planning, executing and reporting on its programme and budget. The incumbent's responsibilities also include human resource planning, recruitment, and performance management in order to develop motivated and effective teams with appropriate competencies to achieve UIL's objectives; resource mobilization; and acting as the external advocate for UIL, liaising with financial partners, and with UIL's other stakeholders.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Advanced university degree, preferably at Doctorate level, in education, science, social sciences or related field. A first-level university degree in combination with at least two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### WORK EXPERIENCE

- At least 15 years of relevant experience in the field of education at national and international level backed by several years of experience in senior management positions.
- Experience in resources mobilization and partnership development.

### SKILLS/COMPETENCIES

- Commitment to the Organization's and Institute's mandate, vision and strategic direction, as well as its priorities.
- Proven leadership and managerial skills, a broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations in accordance with UNESCO's geographical mobility policy.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

- Ability to direct, change processes at the management level, and familiarity with the administration of an institution accountable to governing bodies.
- Demonstrated ability to mobilize resources in an entrepreneurial spirit, and in support of institutional development.
- Relevant research ability to identify emerging educational needs to which an international research and training programme could make a substantial contribution, as well as exploring new avenues and patterns of action.
- Ability for strategic planning and management and demonstrated ability to translate strategy into priorities and action, and effectively plan, mobilize and manage resources to deliver results.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment, as well as ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.

#### *LANGUAGES*

- Excellent command of written and spoken English.

### **DESIRABLE QUALIFICATIONS**

#### *EDUCATION*

- Degree in a field related to adult education, literacy and non-formal education.
- Other degrees or short- to medium-term training in disciplines relevant to the post.

#### *WORK EXPERIENCE*

- Experience in research and development in areas such as literary and adult learning, formal and non-formal education or evaluation and monitoring of education systems.
- Experience in donor relations.
- Strong global professional network.

#### *SKILLS/COMPETENCIES*

- Sound judgement and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Ability to interact with a wide range of high-level partners, as well as demonstrated partnership development and fund-raising experience.
- Experience within the United Nations system.

#### *LANGUAGES*

- A working knowledge of French or another official United Nations language (Arabic, Chinese, Russian and Spanish).

### **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

**A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.**

**Representation of Member States in posts subject  
to geographical distribution as at 1 October 2016**

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
Algeria	Afghanistan	Andorra	Angola
Belgium	Albania	Antigua and Barbuda	Armenia
Bulgaria	Argentina	Azerbaijan	Bahrain
Burkina Faso	Australia	Bahamas	Brunei Darussalam
Cameroon	Austria	Barbados	Cabo Verde
Canada	Bangladesh	Belarus	Central African Republic
Denmark	Benin	Belize	Chad
Ethiopia	Bosnia and Herzegovina	Bhutan	El Salvador
France	Burundi	Bolivia (Plurinational State of)	Equatorial Guinea
Gambia	Cambodia	Botswana	Guyana
Ireland	Colombia	Brazil	Haiti
Italy	Congo	Chile	Iceland
Lebanon	Costa Rica	China	Kiribati
Morocco	Côte d'Ivoire	Comoros	Kuwait
Nepal	Croatia	Cook Islands	Lesotho
Netherlands	Cuba	Dominica	Malta
Romania	Cyprus	Dominican Republic	Marshall Islands
Senegal	Czechia	Egypt	Mauritania
Spain	Democratic People's Republic of Korea	Eritrea	Micronesia (Federated States of)
Tunisia	Democratic Republic of the Congo	Estonia	Monaco
	Djibouti	Fiji	Nauru
	Ecuador	Gabon	Niue
	Finland	Georgia	Palau
	Germany	Ghana	Saint Vincent and the Grenadines
	Greece	Grenada	Samoa
	Honduras	Guatemala	Solomon Islands
	Hungary	Guinea	South Sudan
	India	Guinea-Bissau	Tajikistan
	Israel	Indonesia	Timor-Leste
	Jamaica	Iran (Islamic Republic of)	Tonga
	Japan	Iraq	Tuvalu
	Jordan	Kazakhstan	United Arab Emirates
	Lao People's Democratic Republic	Kenya	Vanuatu
	Latvia	Kyrgyzstan	
	Lithuania	Liberia	
	Madagascar	Libya	
	Malaysia	Luxembourg	
	Mali	Malawi	
	Mauritius	Maldives	
	Mexico	Montenegro	
	Mongolia	Myanmar	
	Mozambique	Palestine	
	Namibia	Panama	
	New Zealand	Papua New Guinea	
	Nicaragua	Paraguay	
	Niger	Peru	
	Nigeria	Poland	
	Norway	Qatar	
	Oman	Russian Federation	
		Rwanda	

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
	Pakistan	San Marino	
	Philippines	Sao Tome and Principe	
	Portugal	Saudi Arabia	
	Republic of Korea	Serbia	
	Republic of Moldova	Sierra Leone	
	Saint Kitts and Nevis	Singapore	
	Saint Lucia	Slovakia	
	Seychelles	Slovenia	
	South Africa	Somalia	
	Syrian Arab Republic	Sri Lanka	
	The former Yugoslav Republic of Macedonia	Sudan	
	Togo	Suriname	
	Trinidad and Tobago	Swaziland	
	Uganda	Sweden	
	Ukraine	Switzerland	
	United Kingdom of Great Britain and Northern Ireland	Thailand	
	Uzbekistan	Turkey	
	Viet Nam	Turkmenistan	
	Zambia	United Republic of Tanzania	
	Zimbabwe	United States of America	
		Uruguay	
		Venezuela (Bolivarian Republic of)	
		Yemen	