

The Minister for Foreign Affairs and Trade
Seoul
(Korea R)



United Nations
Educational, Scientific and
Cultural Organization

23 JAN. 2017

Ref.: CL/4186

Subject: **Director (D-1)
Partnerships and Outreach
Social and Human Sciences Sector
Paris, France
SHS-142**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of Partnerships and Outreach, Social and Human Sciences Sector, in Paris (France).

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 **23 February 2017** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "SHS-142", 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.

7, place de Fontenoy
75352 Paris 07 SP, France
Tél. : +33 (0)1 45 68 10 00
Fax : +33 (0)1 45 68 55 55

www.unesco.org

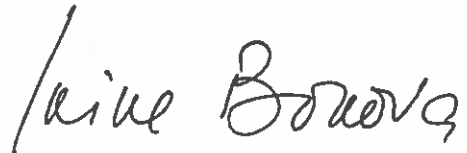
To Ministers responsible for relations with UNESCO

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.

A handwritten signature in black ink, appearing to read 'Irina Bokova', written in a cursive style.

Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: DIRECTOR, PARTNERSHIPS AND OUTREACH
Domain: Social and Human Sciences Sector
Post Number: SHS-142
Grade: D-1
Organizational Unit: Social and Human Sciences Sector
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$130,671
Deadline (midnight, Paris time): 23 February 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

The Partnerships and Outreach pillar of the Social and Human Sciences Sector includes the functions of strategic communications including oversight of publications and Knowledge Management with a focus on integrated resource mobilization.

Under the authority and direct supervision of the Assistant Director-General of the Social and Human Sciences Sector (SHS), the incumbent will lead the Sector's efforts in establishing and maintaining effective partnerships with donors. S/he will also be responsible for the overall management of human and financial resources, planning and coordination of programmes and plans of action.

In particular, the incumbent will:

- Direct and oversee the development and implementation of an effective and innovative resource mobilization strategy, initiatives and activities at the Sector level, against high-level targets to increase growth in resources;
- Direct the implementation of all activities for strategic partnership and alliance building with SHS Sector's stakeholders in close coordination with the relevant corporate services to advance the Sector's mission/mandate and to enhance SHS visibility at the global, regional and country level;
- Be responsible for developing partnerships, establishing relations and maintain liaison with actual and potential donors in the framework of the UNESCO Resource Mobilization Strategy. She/he will mobilize funds for the Sector's programmes and projects;
- Direct the SHS Communication Strategy, acting as a spokesperson for the Sector with donors and the media. The incumbent will also provide management and staff with strategic guidance and technical support in mobilizing partnerships and improving the outreach of the Sector;
- Direct the development of alliances and strategic partnerships and be responsible for the development of Sector's partnership strategy. The incumbent will interface with the Bureau of Strategic Planning of UNESCO in establishing and maintaining a high-level network of interlocutors in the targeted fora including with governments, media leaders, corporate leaders, foundations, high net worth individuals and other influential opinion shapers;
- Support the Programme Sections in maintaining effective partnerships with potential donors and partners through advocacy and the promotion of the Sector's interests

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent degree) in Social Sciences or any other areas linked to this post, in particular in international relations, communication, economics, or related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

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.

WORK EXPERIENCE

- More than fifteen (15) years of relevant and progressively responsible professional experience in Resource Mobilization or partnership building, with a significant part of this period at an appropriate managerial level, and including at least 5 years at the international level.
- Established track record in fund raising and public-private sector partnerships.
- Relevant work experience with United Nations, bilateral, international donors/agencies and/or non-governmental organizations.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- Good knowledge of UNESCO programmes and policies and of international development policies and institutions.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources.
- Leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven ability to work collaboratively and to build relationships with diverse groups of organisations and individuals relevant institutions, intergovernmental and non-governmental organizations, including through networking; ability to participate effectively in high-level negotiations with internal and external partners.
- Analytical and organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Proven skills in administration and the management of financial and human resources.
- 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.
- Excellent interpersonal and communication skills with strong representational abilities.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the news media;

LANGUAGES

- Excellent knowledge (spoken and written) of either English or French and a very good knowledge of the other. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

DESIRABLE QUALIFICATIONS

EDUCATION

- Courses/degree in a management-related field.

WORK EXPERIENCE

- Experience in strategic communication at government and non-government levels or public and private sectors.

SKILLS/COMPETENCIES

- Sound judgment and decision-making skills.
- Strong global professional network
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Good knowledge of UNESCO's and/or the United Nations system's programmes and methods of work.

LANGUAGES

- Knowledge of other official United Nations languages (Arabic, Chinese, Russian and/or 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 December 2016**

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

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