



UNESCO CAREERS - EXTERNAL CANDIDATES

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Vacancy notice

Title : DIRECTOR, DIVISION FOR COOPERATION, INTERSECTORIAL FOLLOW-UP AND PARTNERSHIP

Domain : Programme Coordination

Post Number : AFR 005

Grade : D-1

Organizational Unit : AFRICA DEPARTMENT

Primary Location : FR-Paris

Recruitment open to : Internal and external candidates

Type of contract : Fixed Term

Salary : 139 446 USD

Deadline (Midnight Paris Time) : November 21, 2016

OVERVIEW OF THE FUNCTIONS OF THE POST

The Africa Department is responsible for coordinating "the full range of UNESCO's cooperation with African Member States, African IGOs and NGOs, and with the bilateral partners and multilateral bodies that implement similar programmes for Africa which are related or complementary to UNESCO's". It is "responsible for the liaison, coordination and mobilization needed within the Secretariat to ensure that the priority assigned to the African region is reflected in all programmes".

Under the authority of the Director-General and the direct supervision of the Assistant Director-General for the Africa Department, the incumbent will be responsible for ensuring the coordination of cooperation activities with Member States and African regional organizations and the strengthening of partnerships for Priority Africa.

On this account, it will also be their responsibility to:

- Shape a strategic and intellectual orientation and provide leadership and supervision of the staff in the Division.
- Formulate and implement the programme for the Division by determining the priorities and resource allocations for optimum realization of objectives and timely production of deliverables; articulate, consolidate and contribute to the formulation of global strategies for the Africa Department by developing a work vision and direction, and by providing alternative policy options in the preparation of strategic and policy documents.
- Provide guidance and supervision for the efficient and timely preparation of the documentation required for Organization's governing bodies, ensuring that they are technically and intellectually sound, clear and objective and that they meet high standards of quality, including complete data, and are in accordance with the Organization's strategy.
- Build sustainable partnerships with the African Union (AU), the United Nations Economic Commission for Africa (ECA), Regional Economic Communities, National Commissions, UNESCO field offices and category 2 field institutes and centres.
- Contribute to the overall management of the activities and operations of the Africa Department and provide leadership in the establishment of innovative programmes and/or in change management.
- Ensure risk management through early identification, analysis and assessment of risks, as well as strategy development, and advise the senior management of the Organization so as to manage risks in terms of unacceptable risk prevention, reduction and elimination.
- Identify and create opportunities for resource mobilization and actively increase extrabudgetary funds for the appropriate implementation of the Operational Strategy for Priority Africa.

The incumbent will interact and work closely with representatives of Member States, Permanent Delegations to and National Commissions for UNESCO, regional organizations and UNESCO-affiliated institutes and centres, non-governmental organizations and UNESCO field offices in Africa (including the UNESCO Liaison Office with AU and UNECA, in Addis Ababa (Ethiopia)) to ensure a maximal impact of UNESCO's actions for Priority Africa.

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent degree) in international relations or any related fields. 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

- A minimum of 15 years of progressively responsible professional experience in programme management, coordination, policy analysis as well as team management with multidisciplinary staff, including substantial assignments at regional and/or international level.
- Several years of experience in international cooperation.

Skills/Competencies

- Knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Strong managerial and leadership skills, high sense of objectivity, strong analytical capabilities, professional integrity, and diplomacy.

- Ability to exercise intellectual authority and leadership.
- Sound knowledge of general management practices, use of information and communications technology, and techniques of quality assurance and risk management.
- Experience in guiding and motivating teams in a multicultural environment and in observance of diversity, as well as in performing supervisory and monitoring duties and ensuring staff training and development.
- Proven ability to mobilize extrabudgetary resources.
- Geopolitical knowledge of the Africa region.
- Ability to build collaborative partnerships and networks.
- Excellent communication skills with strong representational abilities.
- Excellent interpersonal skills including the ability to manage relations with Member States and at all levels of the Organization.

Languages

- Excellent knowledge of and drafting skills in one of the working languages (English or French) of the Organization and a good knowledge of the second one. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

DESIRABLE QUALIFICATIONS

Education

- Other qualifications or training in disciplines relevant to the responsibilities of the post would be an asset.

Work Experience

- Assignments, preferably at senior level, in the United Nations system.
- Demonstrated experience of management at the international level.
- Professional experience gained in multicultural working environments.

Skills/Competencies

- Proven ability to work efficiently at senior decision-making levels (in governments or international institutions, for instance).
- Human resources and finance management and administration skills.

Languages

- Knowledge of other official United Nations languages (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.

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UNESCO is committed to promoting geographical distribution ([last update](#)) and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.