



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 7 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Chief of Section**
Organisational unit **ICT in Education, Science and Culture Section, Information Society Division, Communication and Information Sector**
Duty station Paris, France
Grade P-5
Post number CI-004
Closing date **28 February 2011**

Main responsibilities Under the overall authority of the Assistant Director-General for Communication and Information (ADG/CI) and the direct supervision of the Director of Information Society Division, the incumbent is responsible for the planning, implementation and evaluation of the strategy, regular programme activities, and extrabudgetary projects of the Section. Working within the frameworks of UNESCO's Medium-Term Strategy (C/4s) and global developments plans, especially the Plan of Action adopted by the World Summit on the Information Society, the incumbent will be namely responsible for the following duties:

I. Provide intellectual, strategic and operational leadership of the Section by: (a) driving the preparation of strategies and the biennial programmes and budgets; (b) guiding the conceptualizing, designing and implementation phase of the Section's activities; (c) providing expert advice to internal and external stakeholders; (d) driving the multi stakeholder cooperation and outreach of the Section through fostering contacts and joint projects with representatives of Member States, UNESCO's Intergovernmental bodies and civil society; (e) establishing and managing private sector partnerships.

II. Ensure the management of the staff of the Section by: motivating staff and providing mentoring; ensuring appropriate distribution of tasks; monitoring of timely and appropriate implementation of programme and projects; establishing internal guidelines and procedures; ensuring quality and timely inputs of the Section to reports; establishing information and knowledge management procedures of the Section; monitoring and evaluating the performance of staff.

III. Plan and execute regular programme and extra-budgetary activities by: providing strategic advice in the use of ICTs in education, science and culture for Member States; recording and sharing information, knowledge and best practices; planning and executing projects of strategic nature in Member States; providing backstopping support to Advisers for Communication and Information in Field Offices.

Profile

- Advanced University degree (preferably at Ph.D. level) in the fields of Communication and/or Information or in the other areas covered by the work of the Section.
- Ten to fifteen years of progressively responsible relevant experience, of which preferably five to seven years acquired at the international level, in the field of ICTs in education and/or science and/or culture.
- Recognized experience in leadership and proven ability in planning and managing programmes and projects in the area of ICTs in education and/or science and/or culture (at least five years).
- Experience in managing, leading and motivating staff, preferably in a multicultural environment (at least five years).
- Proven ability to lead and motivate a team, communicate effectively and persuasively, orally and in writing, participate effectively in high-level negotiations, raise extrabudgetary funds, adapt flexibly to changing situations.
- Excellent IT skills.
- Excellent knowledge of English or French and good knowledge of the other language.

A written test may be used in the evaluation of candidates

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around 98,800 euros (91,800 euros if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's mobility policy. UNESCO is a non-smoking organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France, before the closing date, quoting the post number:

CI-004.

UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting the payment of a fee, please contact: Recrutweb@unesco.org.

**UNESCO is committed to promote geographical distribution 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 equally encouraged to apply**

Non- or under-represented Member States as of November 2010 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iran (Islamic Republic of), Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Panama, Papua New Guinea, Paraguay, Poland, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Tajikistan, Tanzania (United Republic of), Timor-Leste, Tonga, Turkey, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam, Yemen.