



## UNESCO CAREERS - INTERNAL CANDIDATES

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### Vacancy notice

#### Title : **DIRECTOR, BUREAU OF STRATEGIC PLANNING**

**Domain** : Management/Audit/Oversight - Strategic planning and management

**Post Number** : BSP-001

**Grade** : D-2

**Organizational Unit** : BUREAU OF STRATEGIC PLANNING

**Primary Location** : FR-Paris

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

**Type of contract** : Fixed Term

**Salary** : 147 783 USD

**Deadline (Midnight Paris Time)** : February 12, 2016

#### OVERVIEW OF THE FUNCTIONS OF THE POST

The mission of the Bureau of Strategic Planning (BSP) is to coordinate the Secretariat's strategic, programmatic and budgeting issues, to cooperate with extrabudgetary funding sources and to develop, promote and coordinate public-private partnerships. The Director of the Bureau of Strategic Planning is responsible for the leadership and management of the Bureau and for formulating vision and coordination of programme and budgetary planning and monitoring, in liaison with Assistant Director-Generals, for both Headquarters Sectors and Field Offices, in line with the Organization's Medium-Term Strategy for 2014-2021, the prevailing Programme and Budget and the emerging post-2015 development agenda.

Under the general authority of UNESCO's Director-General, the incumbent is responsible for the overall management of the Bureau of Strategic Planning, including all its resources, and shall:

- Provide leadership and oversight in the preparation of the biennial Budget and quadrennial Programme of the Organization, ensure compliance with the guidance provided by the Governing Bodies, and coordinate the development of strategic approaches for a variety of programme issues;
- Direct the monitoring and assessment of the results-based management (RBM) and results-based budgeting (RBB) of the Approved Programme and Budget of the Organization;
- Oversee the preparation of reports for submission to the Governing Bodies on the implementation of the Approved Programme and Budget and extrabudgetary projects;
- Ensure the mobilization of resources from traditional and new donors, with emphasis on thematic programmatic support in line with approved programme priorities and expansion and diversification of the donor base;
- Provide strategic advice and backstopping to Field Offices, including for UNDAFs and joint UN system activities at national and regional levels;
- Provide overall guidance on coordination of UNESCO's participation in, and contribution to, the UN system inter-agency activities at global, regional and national levels, including, in particular, contributions to the Chief Executives' Board (CEB) and its subsidiary bodies HLCF, HLCM and UNDG and their related ad hoc groups;
- Oversee the implementation of the integrated comprehensive strategy for Category 2 institutes and centres.

The incumbent will interact and cooperate closely with government representatives, Permanent Delegations to and National Commissions for UNESCO, UNESCO intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), and other multilateral and bilateral organizations, non-governmental organizations, etc., with a view to furthering UNESCO's mandate and objectives as well as the priorities adopted by the governing bodies. The incumbent will also represent the Director-General in commissions of the governing bodies of UNESCO as well as at intergovernmental, international and regional conferences.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://en.unesco.org/>, and/or the following documents: [37 C/4](#) (UNESCO's Medium-Term Strategy, 2014-2021) and [38 C/5](#) (UNESCO's Draft Budget for 2016-2017).

#### REQUIRED QUALIFICATIONS

##### Education

- Advanced university degree (Master's degree or equivalent degree) in Public or Business Administration, International Affairs or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

##### Work Experience

- At least 15 years of progressively responsible professional experience in programme management, coordination, evaluation, budget and/or planning including substantial assignments of a regional and/or international nature.
- Several years of exposure to the requirements of international cooperation.

##### Skills/Competencies

- Knowledge of, and commitment to, 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, as well as strong strategic and analytical drafting skills.
- Demonstrated experience in developing and managing the preparation of the programme and budget of an international/regional organization, including results-based budgeting approaches.
- Demonstrated experience in reform initiatives and change management leadership.
- Sound knowledge of general management practices, including governance and accountability, use of information and communications technology, and techniques of quality assurance and risk management.
- Good knowledge of UNESCO's programmes, demonstrated experience with the United Nations system, and familiarity with recent debates on the post-2015 development agenda as well as United Nations reform developments.
- Experience in complex negotiations and in representing organizations at international level and in interaction with governing bodies.
- 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 training and staff development.
- Excellent interpersonal skills including the ability to manage relationships at all levels of the Organization.
- Demonstrated ability in the field of resource building and mobilization.
- Excellent communication skills with strong representational abilities.

#### Languages

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French). A good knowledge of the second 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

- Other degrees or short- to medium-term training in disciplines relevant to the post would be an advantage.

##### Work Experience

- Senior level assignments at the international level and/or within the United Nations system.
- Demonstrated experience of management at the international level.
- Professional experience gained in multicultural working environments would be an asset.

##### Skills/Competencies

- Proven ability to function effectively at senior governmental levels, and to build collaborative partnerships and networks.
- Skills in administration and the management of financial and human resources.

#### Languages

- Knowledge of other official United Nations languages (Arabic, Chinese, Russian 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.**

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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.