



United Nations  
Educational, Scientific and  
Cultural Organization

Minister of Higher Education  
Le Caire  
(Egypt)

18 NOV. 2015

Ref.: CL/4141

Subject: **Assistant Director-General for Culture (ADG)**  
**Culture Sector**  
**Paris, France**  
**CLT-001**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Culture 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 **18 January 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: "CLT-001", to the following address below:

Director  
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  
Tel. : +33 (0)1 45 68 10 00  
Fax : +33 (0)1 45 68 55 55

[www.unesco.org](http://www.unesco.org)

To Ministers responsible for relations with UNESCO

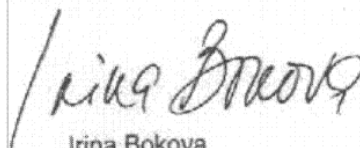
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Each candidate's application should contain a detailed *curriculum vitae* and the names of persons from whom professional references may be obtained. The *curriculum vitae* may be submitted in English or French, preferably on the official UNESCO *curriculum 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:** ASSISTANT DIRECTOR-GENERAL FOR CULTURE  
**Domain:** Culture  
**Post Number:** CLT-001  
**Grade:** ADG  
**Organizational Unit:** Culture Sector  
**Primary Location:** Paris, France  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Fixed-Term  
**Annual salary:** US \$176,275  
**Deadline (midnight, Paris time):** 18 January 2016

#### OVERVIEW OF THE FUNCTIONS OF THE POST

*UNESCO has a special role to play in strengthening the foundations of lasting peace and equitable and sustainable development. Advancing cooperation in education, the sciences, culture, communication and information is of strategic relevance at a time when societies across the world face rapid change and increasingly complex, social, economic and environmental challenges.*

Under the authority of the Director-General, the Assistant Director-General for Culture is responsible for providing leadership and strategic vision for the Culture Sector, both for Headquarters and for Field Offices, in line with the Organization's Medium-Term Strategy for 2014-2021 and the 2030 Agenda for Sustainable Development. The Assistant Director-General for Culture also is responsible for the overall implementation of the Culture Major Programme (2014-2017), as approved by UNESCO's governing bodies. This comprises management, planning and coordination of UNESCO's strategy, programmes and plans of action for the Culture Sector, and the mobilization of extrabudgetary resources and establishment of partnerships, in line with the needs of the Regular Programme.

The Culture Sector's mission is to promote the pivotal role of culture, heritage and creativity as a means of achieving sustainable development and peace, in order to demonstrate the role of culture and its power as a driver and enabler of peace and sustainable development through the Organization's programmes and standard-setting instruments, as well as through various partnerships

The Culture Programme will focus on:

- Protecting, conserving, promoting and transmitting culture, heritage and sustainable development and;
- Supporting and promoting the diversity of cultural expressions through the safeguarding of the intangible cultural heritage and the development of cultural and creative industries.

The incumbent will cooperate closely and at the highest level with government leaders and representatives, Permanent Delegations of Member States to UNESCO and to other United Nations agencies, National Commissions for UNESCO, intergovernmental programmes, institutes and centres under the auspices of UNESCO, cultural institutions, other agencies within the United Nations system, multilateral and bilateral organizations, non-governmental organizations, etc., with a view to strengthening UNESCO's mandate in culture and to achieve the related expected results and demonstrable impact required by the governing bodies. The incumbent will ensure synergies and proactive interdisciplinary cooperation between the Culture Sector and UNESCO's other Programme Sectors, and will cooperate closely with the Bureau of Strategic Planning and UNESCO's corporate services and units. Moreover, the incumbent shall represent the Director-General in specialized commissions of UNESCO's governing bodies, as well as at intergovernmental, international and regional conferences and other forums.

For further information on the above mentioned specific 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 37 C/5 (UNESCO's Programme and Budget for 2014-2017).

#### REQUIRED QUALIFICATIONS

##### EDUCATION

- Advanced university degree or equivalent professional experience in a discipline related to UNESCO's mandate, preferably in the field of culture.

*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 must be ready 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**

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Culture Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

**SKILLS/COMPETENCIES**

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Demonstrated managerial skills and ability to direct change processes within large institutions of national or international scope.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability, use of information and communication technologies, and techniques of quality assurance and risk management.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization.
- Demonstrated strategic planning and management abilities.
- Excellent communication skills with strong representational abilities.
- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Proven fundraising skills.

**LANGUAGES**

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

**DESIRABLE QUALIFICATIONS**

**EDUCATION**

- A Ph.D. level degree in culture or one of its sub-disciplines.
- Other university degrees or short- to medium-term training in disciplines relevant to the post.

**WORK EXPERIENCE**

- A proven record of senior management and professional experience at the international and intergovernmental levels.
- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the 2030 Agenda for Sustainable Development.
- Professional experience gained in multicultural working environments.
- Experience in conducting complex negotiations diplomatically and tactfully in the overall interest of pursuing UNESCO's mandate and mission.
- Experience in guiding staff and motivating teams in a culturally diverse environment, in performing supervisory and monitoring duties, and in ensuring training and staff development.

**SKILLS/COMPETENCIES**

- Capacity to grasp global trends and developments, as well as to adapt and re-orient UNESCO strategies accordingly, in an innovative and creative manner.
- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risks.

**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, as well as 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 [UNESCO Website](#).

Please note that UNESCO is a non-smoking Organization.

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