

Title:	DIRECTOR OF LIAISON OFFICE AND UNESCO REPRESENTATIVE TO THE UNITED NATIONS OFFICE AT GENEVA
Domain:	Field Operations Coordination – Management
Post Number:	1CHBFC0001RP
Grade:	D-1
Organizational Unit:	UNESCO Liaison Office in Geneva
Primary Location:	Geneva, Switzerland
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term
Annual salary:	US \$188,594
Deadline (midnight, Paris time):	5 January 2013

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Executive Director of the Office of the Director-General (DIR/ODG) as regards liaison and representational functions and the Director of the Bureau of Field Coordination (DIR/BFC) as regards management and administration, in close consultation with the Assistant Director-General for External Relations and Public Information (ADG/ERI) for United Nations matters, as well as with all Assistant Directors-General (ADGs), the Director of the UNESCO Liaison Office in Geneva will act as UNESCO Representative to the United Nations Office in Geneva and maintain close contacts with the senior staff or representatives to the United Nations, secretariats of United Nations Programmes and Funds, as well as the other specialized agencies in Geneva. The incumbent will also liaise with international institutions maintaining official relations with UNESCO in Geneva.

The incumbent will be responsible for monitoring developments in Geneva that have political implications for the Organization, reporting and advising the Director-General. Thereon the incumbent also will be responsible for planning and organizing UNESCO's involvement in debates of the Economic and Social Council (ECOSOC), when held in Geneva, the United Nations' Programmes and Funds, the United Nations Development Group (UNDG), as well as any ad hoc committee or working group covering issues in which UNESCO is concerned.

This will include providing intellectual, strategic and operational leadership in planning and implementing the Office's activities by early identification of issues and events of relevance to UNESCO and through liaison with the Programme Sectors and Central Services concerned at Headquarters. The incumbent will ensure the effective and efficient management of the Office's human resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls.

REQUIRED QUALIFICATIONS

EDUCATION

- University degree in one of UNESCO's fields of competence or in a discipline with relevance to international relations.

WORK EXPERIENCE

- At least ten (10) years of progressive professional experience at the appropriate management level within the United Nations system, other international, national or private sector institutions, including a wide experience in diplomatic work or development issues related to UNESCO's areas of competence, in association with national and international organizations.

UNESCO is committed to promoting 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 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.

SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Proven skills in administration and the management of financial and human resources.
- Sound judgment and decision-making skills.
- Excellent interpersonal skills to maintain effective working relationships.
- Ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Ability to communicate effectively and persuasively, both orally and in writing.
- Basic computer skills.

LANGUAGES

- Working knowledge with excellent drafting skills in one of the working languages (English or French). A good knowledge of the second one is strongly desirable. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable timeframe.

DESIRABLE QUALIFICATIONS

EDUCATION

- Courses/degree in a management related field would be an asset.

WORK EXPERIENCE

- Experience in the field of international relations and diplomacy.
- Experience in advocacy, resources and partnerships mobilization.

SKILLS/COMPETENCIES

- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes, financial resources and exercise appropriate supervision and control.
- 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, motivate teams in a multicultural environment with sensitivity and respect for diversity, and exercise supervision and control, and ensure continuous training and development of staff.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Ability to interact with a wide range of high-level partners and demonstrated partnership development and fundraising experience.
- Organizational skills, including in establishing plans and priorities, as well as implementing them effectively and in devising implementation plans.

LANGUAGES

- Knowledge of other United Nations languages (Arabic, Chinese, Russian and Spanish) is an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in United States 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.