



United Nations
Educational, Scientific and
Cultural Organization

COPY FOR INFORMATION

Ref.: CL/4270

18 MARS 2019

Subject: **Director, Bureau of Human Resources Management (D-2)**
Sector for Administration and Management
Paris, France
HRM 237

Sir/Madam,

The vacancy notice for the post of Director of the Bureau of Human Resources Management, at UNESCO's Headquarters (Paris, France) has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage 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 before the closing date, and ensure that their applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be correctly submitted by **18 April 2019** at the latest. For any queries, an email may be sent to staffingteam@unesco.org.

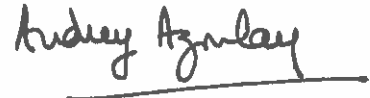
Exceptionally, candidates without access to Internet shall submit their application, quoting the post number: "**HRM 237**", to the following address:

Director
Bureau of Human Resources Management
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.

In order to have an outstanding candidate fill this post, I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Please accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in black ink, reading "Audrey Azoulay". The signature is written in a cursive style and is positioned above a solid horizontal line.

Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Title: DIRECTOR, BUREAU OF HUMAN RESOURCES
MANAGEMENT

Domain: Administration-Human Resources

Post Number: HRM 237

Grade: D-2

Organizational Unit: Sector for Administration and Management

Primary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$161.287

Deadline (midnight, Paris time): 18 April 2019

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Assistant Director-General of the Sector for Administration and Management (ADG/ADM), the Director of the Bureau of Human Resources Management (DIR/HRM), is responsible for providing strategic leadership and advice on the full range of human resources matters. Providing vision and strategies for the creation and maintenance of a dynamic workforce, the Director plays a primary role for ensuring UNESCO's continuing capacity to deliver on its mandate. The Director acts as driver for change, leading and supporting the Organization's reform initiatives, particularly pertaining to improving human resources management, and visionary manager of a team of human resources professionals. Motivating and providing an empowered environment for innovation and high-quality service, the Director ensures the provision of a comprehensive and integrated service which positions the Organization to optimally develop and deploy its human assets. The Director promotes a keen appreciation by management and staff of the critical importance of human resources management as central to the overall performance of the Organization.

Under the general authority of UNESCO's Director-General, the Director shall:

- Direct the delivery of a talent management framework from workforce planning through recruitment, learning and development, and performance management and other human resources management services ensuring integration and synergy for effectiveness and efficiency;
- Drive change and reform initiatives ensuring that HRM serves as an enabler and trusted partner for organisational change, particularly UNESCO's ongoing Strategic Transformation Initiative;
- Ensure the provision of critical business intelligence to senior management on overall workforce trends and emerging issues to position the Organization to proactively anticipate, plan and meet workforce needs as these arise;
- Advocate and build awareness within UNESCO of the strategic importance of human resources management to the performance of the Organization. Embracing the nurturing and guiding of the development of staff including providing meaningful options addressing work/life balance issues, achieving gender equity and the leveraging of diversity as a comparative advantage;
- Support the evolution of a modern and dynamic international civil service through active contribution within the United Nations common system on human resources reform;
- Empower a peer community of human resources specialists to excel in programme delivery in the service of the Organization;
- Represent the Director-General in joint staff-management meetings as well as in the various United Nations and fora including the International Civil Service Commission (ICSC), the HR Network and, as appropriate, the High-Level Committee on Management (HLCM).

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

- Accountability
- Communication
- Teamwork
- Innovation
- Results focus
- Planning and organizing
- Knowledge sharing and continuous improvement.

Managerial Competencies

- Driving and managing change
- Strategic thinking
- Making quality decisions
- Building partnerships
- Leading and empowering others
- Managing performance.

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent) in human resources, public or business administration or management, law, social or human sciences or other related fields.

WORK EXPERIENCE

- A minimum of 15 years of progressively responsible professional experience at the national or international level in human resources, public or business administration, or a related field, of which a significant part at managerial level.
- Experience in leading change-related projects or programmes.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate and vision.
- Strong managerial and leadership skills combined with demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex human resources issues.
- Proven ability to motivate, administer and manage a large body of staff working in diverse human resources functions.
- Thorough understanding and hands-on experience in human resources management and a sound knowledge of HR theory and general management concepts.
- Excellent judgment and decision-making abilities including strong analytical and negotiation skills.
- High sense of professional integrity and political sensitivity; demonstrated ability to interact with a wide range of high-level partners.
- Excellent interpersonal skills including demonstrated ability to work in a multicultural environment whilst maintaining a high sense of objectivity and impartiality as well as sensitivity and respect for gender and diversity issues.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- Other degrees or short- to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE

- Senior-level assignments at the international level and/or within the United Nations system or similar International Organizations.
- Knowledge of the United Nations Common System.
- Professional experience gained in multicultural working environments.
- Experience with the development and implementation of ERP systems.

SKILLS/COMPETENCIES

- Proven ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks.

LANGUAGES

- Knowledge of other official UNESCO languages (Arabic, Chinese, Russian or Spanish).

ASSESSMENT

An assessment exercise may be used in the evaluation of candidates

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 [ICSC Website](#).

Please note that UNESCO applies a zero tolerance policy against any form of harassment.

Please note that UNESCO is a non-smoking Organization.

**Representation of Member States in posts subject
to geographical distribution as at 1 January 2019**

Representation above range	Representation within range	Representation below range	Nil
Argentina	Afghanistan	Antigua and Barbuda	Andorra
Belgium	Albania	Australia	Angola
Benin	Algeria	Belarus	Armenia
Bulgaria	Austria	Belize	Bahamas
Burkina Faso	Azerbaijan	Bhutan	Bahrain
Cameroon	Bangladesh	Bosnia and Herzegovina	Barbados
Denmark	Bolivia (Plurinational State of)	Botswana	Brunei Darussalam
Ethiopia	Burundi	Brazil	Cabo Verde
France	Cambodia	China	Central African Republic
Gambia	Canada	Comoros	Chad
Greece	Chile	Cook Islands	Dominican Republic
Italy	Colombia	Dominica	El Salvador
Lebanon	Congo	Egypt	Equatorial Guinea
Mexico	Costa Rica	Eritrea	Gabon
Morocco	Côte d'Ivoire	Estonia	Guatemala
Nepal	Croatia	Eswatini	Guyana
Romania	Cuba	Fiji	Iceland
Senegal	Cyprus	Georgia	Kiribati
South Africa	Czechia	Ghana	Kuwait
Spain	Democratic People's Republic of Korea	Grenada	Lesotho
Tunisia	Democratic Republic of the Congo	Guinea	Luxembourg
	Djibouti	Guinea-Bissau	Malta
	Ecuador	Haiti	Marshall Islands
	Finland	Hungary	Mauritania
	Germany	Indonesia	Micronesia (Federated States of)
	Honduras	Iran (Islamic Republic of)	Monaco
	India	Iraq	Nauru
	Ireland	Kazakhstan	Niue
	Jamaica	Kyrgyzstan	Palau
	Japan	Liberia	Panama
	Jordan	Libya	Rwanda
	Kenya	Malawi	Saint Vincent and the Grenadines
	Lao People's Democratic Republic	Maldives	Samoa
	Latvia	Mongolia	Solomon Islands
	Lithuania	Montenegro	Somalia
	Madagascar	Myanmar	South Sudan
	Malaysia	Nigeria	Sri Lanka
	Mali	Papua New Guinea	Suriname
	Mauritius	Peru	Tajikistan
	Mozambique	Poland	Timor-Leste
	Namibia	Qatar	Tonga
	Netherlands	Russian Federation	Tuvalu
	New Zealand	San Marino	United Arab Emirates
	Nicaragua	Sao Tome and Principe	Vanuatu
	Niger	Saudi Arabia	
		Serbia	

Representation above range	Representation within range	Representation below range	Nil
	Norway	Sierra Leone	
	Oman	Singapore	
	Pakistan	Slovakia	
	Palestine	Slovenia	
	Paraguay	Sudan	
	Philippines	Sweden	
	Portugal	Switzerland	
	Republic of Korea	Thailand	
	Republic of Moldova	Turkey	
	Saint Kitts and Nevis	Turkmenistan	
	Saint Lucia	United Republic of Tanzania	
	Seychelles	Uruguay	
	Syrian Arab Republic	Venezuela (Bolivarian Republic of)	
	The former Yugoslav Republic of Macedonia	Yemen	
	Togo		
	Trinidad and Tobago		
	Uganda		
	Ukraine		
	United Kingdom of Great Britain and Northern Ireland		
	Uzbekistan		
	Viet Nam		
	Zambia		
	Zimbabwe		