



United Nations
Educational, Scientific and
Cultural Organization

The Minister for Foreign Affairs
Ministry of Foreign Affairs
Bratislava
(Slovakia)

Ref.: CL/3795

Subject: **Coordinator (D-1)**
UN World Water Assessment Programme
Perugia (Italy)

Sir/Madam,

I have the honour to inform you that the post of Coordinator (D-1), UN World Water Assessment Programme (WWAP) in Perugia, Italy, is open to recruitment.

In this connection, I enclose information on the duties to be entrusted to the selected candidate, as well as the required qualifications and experience. You will also find enclosed a list showing the present representation of Member States in posts subject to geographical distribution.

I cannot overemphasize the importance I attach to having outstanding candidates for this post and I count on your cooperation to achieve this goal by disseminating the vacancy announcement to nationals of your country through the most appropriate channels.

Candidates who wish to be considered for this post should apply through the website <http://www.unesco.org/employment>. Candidates without easy access to the Internet may, exceptionally, send their application by regular mail. All applications should reach the Recruitment and Staffing Section, Bureau of Human Resources Management, by 1 August 2006 at the latest. Each candidate's application should contain the names of persons from whom references may be obtained and a detailed curriculum vitae, in English or French, including the following information: place and date of birth; present nationality; university education; present and previous posts held; fields of specialization; publications; knowledge of languages, in particular degree of ability to write, speak and understand English and French. Knowledge of other working languages of the General Conference (Spanish, Chinese, Russian and Arabic) would be an advantage.



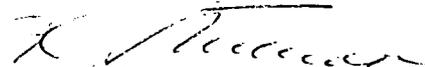
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www.unesco.org

To Ministers responsible for relations with UNESCO

As you know, the General Conference accords great importance to the equitable representation of women on the staff and I should be grateful if you would assist me in achieving this by encouraging women candidates to apply.

Accept, Sir/Madam, the assurances of my highest consideration.



Koichiro Matsuura
Director-General

Enclosures: 2

cc: Permanent Delegations to UNESCO
National Commissions for UNESCO



United Nations Educational, Scientific and Cultural Organization

Coordinator (D-1) UN World Water Assessment Programme Perugia (Italy)

Main responsibilities

Under the overall authority of the Director-General and in close consultation with the Assistant Director-General for Natural Sciences, and under the supervision of the Director of the Division of Water Sciences of UNESCO, in agreement with relevant recommendations of UN-Water, the Coordinator of the UN World Water Assessment Programme will be in charge of the management of the activities of the United Nations system-wide *World Water Assessment Programme* (WWAP), particularly the production of the *World Water Development Report* (WWDR). In carrying out these functions, the Coordinator will lead the WWAP Secretariat, located in Perugia, Italy. The Coordinator will manage the development of overall strategies and work plans for WWAP, including the development of WWDRs and an overall communication strategy; coordinate all activities of UN partner organizations and external partners, through appropriate and effective channels, leading to the timely production of the periodic WWDRs; promotion of the WWAP and the WWDR as activities

and products of UN-Water through the media and presentations as well as the preparation of detailed implementation plans, including work plans and budget, for all components of the WWAP. This will also include the management and supervision of the WWAP Secretariat, i.e. approximately 20 technical and administrative staff; the administration, financial operations and security requirements, in line with the Organization's policies and procedures, including effective internal controls. The tasks will also include developing and maintaining relations with the international and local water research community and relevant administrative authorities of the host country; preparation of an annual progress report for consideration by UN-Water and as required by the donor community; as well as coordination with the International Hydrological Programme of UNESCO concerning the Conflict Resolution component of the WWAP. The incumbent will maintain close consultative relations with the Chairperson of UN-Water.

Qualifications and experience

PhD or equivalent in engineering/geography/environmental/health/social sciences with specialization in water.

- At least 10 years' experience in water policy and strategy formulation and project management in a collaborative context and experience in the formulation and management of research or development projects.
- Living and working experience in both the developed and developing world.

- Excellent command of written and spoken English; working knowledge of French and good proficiency in one or more of the other official languages of the United Nations system (Spanish, Chinese, Russian and Arabic) will be an asset.
- Basic computer skills including the use of georeferenced databases and process models.

Competencies

The successful candidate should be able to demonstrate the following competencies:

- Demonstrated strong relations with extensive international networks of professionals in the field of freshwater; recognized international standing in the field of water.

- Proven leadership qualities and excellent capabilities to lead a demanding multidisciplinary work programme.
- Proven experience in editing major scientific works.
- Demonstrated superior skills in communication, advocacy, analytical and writing skills as well as team and consensus building across institutional boundaries.

Terms and conditions

The post is at grade D-1 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$138,260 (with dependants) or US \$127,800 (without dependants) per annum, exempt from taxation. In

addition, UNESCO offers an attractive benefit package, including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization.

How to apply:

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to:

Chief, Recruitment and Staffing Section, Bureau of Human Resources Management,
UNESCO, 7 Place de Fontenoy 75352 Paris 07-SP, France.

Applications should reach UNESCO before 1 August 2006. Please quote post number SC-938.

Applications from qualified women candidates are encouraged, as are applications from under- or non-represented Member States

**Representation of Member States in posts subject
to geographical distribution as at 1 May 2006**

| Representation above range | Representation within range | Representation below range | Nil |
|---------------------------------------|--|---------------------------------------|--|
| Algeria | Afghanistan | Armenia | Angola |
| Belgium | Albania | Austria | Antigua and Barbuda |
| Benin | Andorra | Bahamas | Azerbaijan |
| Brazil | Argentina | Bangladesh | Bahrain |
| Cameroon | Australia | Bhutan | Belize |
| Canada | Barbados | Bolivia | Brunei Darussalam |
| Denmark | Belarus | Botswana | Dominican Republic |
| Ethiopia | Bosnia and Herzegovina | Cape Verde | Guinea-Bissau |
| France | Bulgaria | Central African Republic | Kiribati |
| Italy | Burkina Faso | Chad | Kuwait |
| Jordan | Burundi | Chile | Lao People's Democratic Republic |
| Lebanon | Cambodia | China | Lesotho |
| Morocco | Colombia | Cook Islands | Marshall Islands |
| Pakistan | Comoros | Cyprus | Micronesia, Federated States of |
| Peru | Congo | Djibouti | Myanmar |
| Romania | Costa Rica | El Salvador | Nauru |
| Russian Federation | Côte d'Ivoire | Equatorial Guinea | Niue |
| Senegal | Croatia | Estonia | Palau |
| Spain | Cuba | Fiji | Qatar |
| Sri Lanka | Czech Republic | Ghana | Saint Vincent and the Grenadines |
| Sudan | Democratic People's Republic of Korea | Grenada | Slovenia |
| Tunisia | Democratic Republic of the Congo | Guatemala | Solomon Islands |
| Uruguay | Dominica | Guyana | Suriname |
| | Ecuador | Haiti | Tajikistan |
| | Egypt | Honduras | Timor-Leste |
| | Eritrea | Iceland | Tuvalu |
| | Finland | Indonesia | United Arab Emirates |
| | Gambia | Iraq | Vanuatu |
| | Georgia | Jamaica | |
| | Germany | Kazakhstan | |
| | Greece | Kyrgyzstan | |
| | Guinea | Liberia | |
| | Hungary | Libyan Arab Jamahiriya | |
| | India | Luxembourg | |
| | Iran (Islamic Republic of) | Maldives | |
| | Ireland | Malta | |
| | Israel | Monaco | |
| | Japan | Mongolia | |
| | Kenya | Namibia | |
| | Latvia | Oman | |
| | Lithuania | Paraguay | |
| | Madagascar | Portugal | |

| Representation above range | Representation within range | Representation below range | Nil |
|-------------------------------|--|-------------------------------|-----|
| | Malawi | Republic of Moldova | |
| | Malaysia | Rwanda | |
| | Mali | Saint Kitts and Nevis | |
| | Mauritania | Saint Lucia | |
| | Mauritius | San Marino | |
| | Mexico | Sao Tome and Principe | |
| | Mozambique | Saudi Arabia | |
| | Netherlands | Slovakia | |
| | New Zealand | South Africa | |
| | Nicaragua | Swaziland | |
| | Niger | Switzerland | |
| | Nigeria | Togo | |
| | Norway | Tonga | |
| | Panama | Turkmenistan | |
| | Papua New Guinea | Ukraine | |
| | Philippines | United States of America | |
| | Poland | Venezuela | |
| | Republic of Korea | Viet Nam | |
| | Samoa | | |
| | Serbia and Montenegro | | |
| | Seychelles | | |
| | Sierra Leone | | |
| | Somalia | | |
| | Sweden | | |
| | Syrian Arab Republic | | |
| | Thailand | | |
| | The former Yugoslav Republic of Macedonia | | |
| | Trinidad and Tobago | | |
| | Turkey | | |
| | Uganda | | |
| | United Kingdom of Great Britain and Northern Ireland | | |
| | United Republic of Tanzania | | |
| | Uzbekistan | | |
| | Yemen | | |
| | Zambia | | |
| | Zimbabwe | | |