



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.



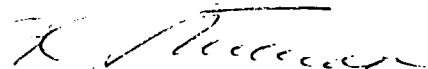
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[www.unesco.org](http://www.unesco.org)

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 Fontenay 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**

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
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	
	Poland	of America	
	Republic of Korea	Venezuela	
	Samoa	Viet Nam	
	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		