



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 191 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Executive Officer (English Speechwriter)**
Organisational unit **Office of the Director General**
Duty station **Paris, France**
Grade **P3**
Post number **ODG-026**
Closing date **24 October 2006**

Main responsibilities Under the overall authority of the Director of the Office of the Director-General, and the supervision of the Chief of the Speechwriting Unit (ODG/RED), the incumbent will carry out the following duties:

As Executive Officer:

- Serve as the focal point for education, with responsibility for regular liaison and follow-up with the UNESCO Education Sector as well as the education institutes.
- Prepare for the Director-General analytical or summary notes on certain questions.
- Accompany the Director-General, as may be required, on missions and travels.

As English Speechwriter:

- Consult the Director-General on the topics he wishes to develop in his statements and submit proposals to him in this regard.
- Plan, in association with relevant units, the preparation of the Director-General's statements in English, providing such guidance and advice as they may require.
- Edit or recast the English draft texts received before submitting them to the Director-General.
- Draft, where necessary, certain English texts required by the Director-General.
- Advise on the publication, dissemination and subsequent translation of the Director-General's speeches.
- Remain informed about the Organization's programmes and activities and about intellectual trends and issues within UNESCO's fields of competence, especially in the field of education.

- Profile**
- Advanced university degree in the field of Education, Social or Human Sciences.
 - At least 4 years (2 of which international) relevant experience in drafting official documents in English (speeches, articles, lectures and other statements) preferable in the field of Education, Social or Human Sciences. Translation experience would be an advantage.
 - Wide general culture including awareness of social, political and cultural trends. Understanding of educational development issues is desirable.
 - High-level analytical skills with the ability to synthesize information and communicate key messages.
 - Good IT skills.
 - English mother tongue or principal language. Excellent drafting skills in English. Very good knowledge of French. Knowledge of other official UN languages would be an asset.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around €66,300 (€61,900 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **ODG-026**.

UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting the payment of a fee, please contact: Recrutweb@unesco.org.

Women as well as nationals from non- or under-represented Member States are encouraged to apply

Non- or under-represented Member States as of July 2006 (please check at www.unesco.org/employment for the latest situation): Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bhutan, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Cyprus, Djibouti, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Mongolia, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Portugal, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Lucia, San Marino, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Slovakia, Slovenia, Solomon Islands, South Africa, Suriname, Swaziland, Switzerland, Tajikistan, Timor-Leste, Tonga, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 191 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Assistant Budget Officer**
Organisational unit **Bureau of the Budget, Section for Central Analysis and Planning (BB/CAP)**

Duty station **Paris, France**
Grade **P1/P2**
Post number **BB-934**

Closing date **28 October 2006**

Main responsibilities Under the overall authority and direct supervision of the Chief of Section (BB/CAP), the incumbent will :

ASSISTING IN THE PREPARATION OF THE BUDGET

- Prepare budgetary justifications for staff costs by maintaining updated records of all information related to staff and posts.
- Follow, analyze and report on decisions of the UNESCO governing organs and outside bodies.
- Assist in compiling the budgetary basis for Regular Budget, on the basis of worldwide inflation, statutory cost increases, currency fluctuation factors and in-house cost structure, in respect of programme and staff costs in order to formulize the Draft Programme and Budget proposals.
- Assist in the formulation of the budgetary preliminary proposals, Draft and Approved Budget documents.
- Assist in the drafting of technical documents and reports on budget matters for the intention of the General Conference and the Executive Board.

BUDGET CONTROL

- Maintain budgetary and staff records, monitor/analyze monthly staff costs expenditure and compile data showing the progress and evolution of programme implementation, draw conclusions therefrom and propose follow-up measures.
- Monitor and prepare periodic reports on the trends of worldwide inflation, price indices and currency fluctuation, etc.
- Maintain and analyze the records of overall implementation of Regular Programme and Extrabudgetary Projects.
- Interact with the budget officers of the Bureau with a view to facilitate the monitoring of budget/expenditure, and centralize the information.
- Identify budget/expenditure discrepancy, irregular factors, and search for the causes.
- Assist in the annual and biennial budgetary closure operations.

REPORTING

- Assist in the drafting of technical documents and reports on global budget implementation, particularly the Management Charts, for submission to the Executive Board.
- Assist in preparing periodic budget reports and statements to the management and to outside bodies.
- Coordinate, as necessary, the information obtained from the budget officers of the Bureau in order to centralize and prepare the reports in an integrated form.

COMMUNICATION and TECHNICAL ADVICE

- Act as interface with administrative officers of the Sectors/Bureaux by analyzing their requests and by providing them with explanation, advice and information related to methods of work, budgetary decisions, new policies and orientations.
- Participate in meetings with other services of the organization and in the relevant Commissions of the General Conference and the Executive Board.
- Provide technical advice on interpretation and application of the rules and procedures.

- Profile**
- Advanced university degree in business administration, public administration, economics or accounting.
 - 2 - 4 years relevant experience in the area of budget/finance, of which preferably 1 year acquired at international level.
 - Strong technical skills in figure processing, analysis and consolidation.
 - Strong inter-personal skills and ability to coordinate.
 - Excellent knowledge of Excel and Word. Knowledge of the SAP/SISTER environments is desirable.
 - Excellent command of English or French, and very good command of the other language. Very good drafting skills in one of these languages are required. Working knowledge of another UNESCO official language would be an advantage.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around €43,500 (€41,100 if without dependants) for P-1 and from around €55,000 (51,600 if without dependants) for P-2, exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **BB-934**.

UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recrutweb@unesco.org.

Women as well as nationals from non- or under-represented Member States are encouraged to apply

Non- or under-represented Member States as of July 2006 (please check at www.unesco.org/employment for the latest situation): Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bhutan, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Cyprus, Djibouti, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Mongolia, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Portugal, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Lucia, San Marino, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Slovakia, Slovenia, Solomon Islands, South Africa, Suriname, Swaziland, Switzerland, Tajikistan, Timor-Leste, Tonga, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.

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

Ref.: CL/3799

Subject: **Director (D-1)**
Division of Creativity and Cultural Industries
Culture Sector

Sir/Madam,

I have the honour to inform you that the post of Director (D-1), Division of Creativity and Cultural Industries, Culture Sector, 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 **31 October 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; excellent command of written and spoken English or French and good command of the other language (indicate degree of ability to write, speak and understand). Knowledge of other working languages of the General Conference (Spanish, Chinese, Russian and Arabic) would be an advantage.



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.



Koïchiro Matsuura
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

United Nations



United Nations Educational, Scientific and Cultural Organization

Director (D1) Division of Creativity and Cultural Industries Culture Sector

Main responsibilities

Under the authority of the Assistant Director-General for Culture, the incumbent shall be responsible for the overall formulation, planning, execution and evaluation of the programme of the Division. This will include the promotion of an environment which is conducive to the flourishing of creativity and creative industries, the promotion of and support to artists' creation, the promotion and protection of their social status and the protection of copyright, notably through the monitoring and the implementation of all standard-setting instruments in the domains of creativity and cultural industries adopted under UNESCO's auspices; the formulation of policies in the field of arts, creativity and cultural industries including capacity-building and training of specialized personnel as well as fostering the development of international networks of professionals in this domain. The incumbent will cooperate closely with United Nations system organizations and with

other programme sectors of the Organization, in order to ensure a coherent strategy and action, including the promotion of international professional cooperation and exchange of technical and scientific information and public awareness of the importance of creativity and cultural industries for sustainable development.

He/she will also coordinate operational activities, mobilize funds for the implementation of the programme of the Division, including with regard to the management of the *International Fund for the Promotion of Culture* (IFPC), while maintaining close relations with other institutions working in these fields, such as governmental and non-governmental organizations, research institutes, governmental bodies and academic institutions.

Qualifications and experience

- Advanced university degree(s), preferably PhD or equivalent, in field(s) relevant to the arts, creativity and cultural industries or commensurate relevant professional experience.
- At least 10 years' experience in senior executive positions, preferably at international level, and proven managerial ability.
- Basic computer skills.

- Excellent command of written and spoken English or French and good command of the other language. Knowledge of other working languages of the General Conference (Spanish, Chinese, Russian and Arabic) would be an advantage.

Competencies

The successful candidate should be able to:

- Manage, lead and evaluate the work of the Division's staff in a multicultural environment;

- Communicate effectively and persuasively, both orally and in writing;
- Establish plans and priorities and implement them effectively.

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 \$143,300 (with dependants) or US \$132,480 (without dependants) per annum, exempt from taxation. In

addition, UNESCO offers an attractive benefits 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 31 October 2006. Please quote post number "CLT-079"

THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS

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



United Nations
Educational, Scientific and
Cultural Organization

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

Ref.: CL/3800

Subject: **Director (D-1)**
Information Society Division
Communication and Information Sector

Sir/Madam,

I have the honour to inform you that the post of Director (D-1), Information Society Division, Communication and Information Sector, 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 **31 October 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 (Arabic, Chinese, Russian or Spanish) would be an asset.



545

7, place de Fontenoy
75352 Paris 07 SP, France
Tél. : +33 (0)1 45 68 10 00
Fax : +33 (0)1 45 68 16 90

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: National Commissions for UNESCO
Permanent Delegations to UNESCO



United Nations Educational, Scientific and Cultural Organization

Director (D-1) Information Society Division Communication and Information Sector

Main responsibilities

Under the authority of the Assistant Director-General for Communication and Information, the incumbent of the post will be responsible for the planning, implementation and evaluation of the strategy, regular programme activities and extrabudgetary projects of the Information Society Division in its pursuit to foster the development of policies, capacities and tools for universal access to information and knowledge for development taking into account *inter alia* the decision of the World Summit on the Information Society.

This will include providing intellectual, strategic and operational leadership of the Information Society Division; serving as the Secretary of the Intergovernmental Council for the Information for All Programme, ensuring the management of the staff of the Information Society Division and establishing appropriate

communication procedures, and information and knowledge management structures of the Information Society Division, including providing intellectual and strategic leadership for the development of the web services of the Communication and Information Sector.

The incumbent will work closely with Member States, United Nations agencies, regional and international intergovernmental and non-governmental organizations, universities, research centres, the private sector and other relevant institutions. He/she will also collaborate closely with UNESCO's Advisers for Communication and Information in its various Field Offices and with the Organization's other programme sectors to ensure consistent strategy and action regarding information and knowledge for development.

Qualifications and experience

- Advanced university degree (preferably doctorate) in information science, communication or social science;
- Postgraduate training in information and knowledge management;
- Extensive professional experience (at least 15 years) in the fields covered by the Information Society Division at the international level;
- Recognized experience in leadership and proven ability in planning and managing international programmes in the fields covered by the Information Society Division (at least five years);

- Recognized experience to manage, lead and motivate a large and diversified body of staff in a multicultural environment (at least five years);
- Excellent command of written and spoken English or French – the two working languages of UNESCO's Secretariat – with excellent drafting ability in one of them, and a good command of the other language; knowledge of another official language (Arabic, Chinese, Russian or Spanish) would be an asset.

Competencies

The successful candidate should have proven competency to:

- Lead and motivate teams in a multicultural environment;
- Communicate effectively and persuasively, orally and in writing;

- Participate effectively in high-level negotiations with internal and external partners;
- Establish plans and priorities and implement them effectively;
- Demonstrate a high degree of information literacy.

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 \$143,300 (with dependants) or US \$132,480 (without dependants) per annum, exempt from taxation. In

addition, UNESCO offers an attractive benefits 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 31 October 2006. Please quote post number "CI-335"
THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS

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 July 2006**

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

**Representation
above range**

**Representation
within range**

**Representation
below range**

Nil

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