



Bratislava, 30. októbra 2006  
Číslo: 149.695/2006-OSNO/J.Makušová

Vážený pán predseda výboru,

v prílohe si Vám dovoľujeme postúpiť ponuky na obsadenie nasledovných voľných postov v UNESCO:

**Pension Administrator, Pension and Insurance Section (HRM/SPI) Bureau of Human Resources Management, Paris, France** (post number: HRM-634),

**Programme Specialist, Division of Freedom of Expression, Democracy and Peace, Communication and Information Sector, Paris, France** (post number: CI-130),

**Programme Specialist, Information and Communication Technologies (ICT) in Education, UNESCO OFFICE Bangkok** (post number: AS/RP/THA/ED/0061),

**Senior Programme Specialist (Education), UNESCO OFFICE Brasilia**, (post number: LA/RP/BRA/ED/009),

**Programme Specialist, Ethics of Science and Technology Section, Ethics of Science and Technology Division, Social and Human Sciences Sector, Paris, France** (post number: SHS-272).

Pravidelne aktualizovaná ponuka voľných postov v UNESCO sa nachádza aj na web stránke Slovenskej komisie pre UNESCO ([www.unesco.sk](http://www.unesco.sk)), v časti „Práca pre UNESCO“.

Dúfame, že ponuka osloví odborníkov zo Slovenskej akadémie vied.

S pozdravom

Janka Makušová  
sekretariát SK UNESCO

Vážený pán  
**Mgr. Ľubomír Falt'an, CSc.**  
Predseda výboru MOST  
Vedecký sekretár SAV  
Úrad Slovenskej akadémie vied  
Bratislava

kópia: R-OSNO



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*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** Pension Administrator  
**Organisational unit** Pension and Insurance Section (HRM/SPI)  
Bureau of Human Resources Management

**Duty station** Paris, France

**Grade** P-3

**Post number** HRM-634

**RE-ADVERTISEMENT**

**Closing date** 5 November 2006

**Main responsibilities** Under the authority of the Chief, Staff Pension and Insurance Section, the incumbent performs the following duties:

- Responsible for the effective implementation of the rules and regulations of the U.N. Joint Staff Pension Fund (UNJSPF). Drafts and administers policies and procedures related to the implementation of UNJSPF rules and regulations processes.
- Evaluating and determining the rights of participants and beneficiaries upon separation from the Fund, including calculation of benefits. Full implementation and follow-up on decisions taken by the Secretariat of the Fund.
- In cooperation with Information Technology department of the Organization, assist in developing and running IT systems to support effective application and administration of the UNJSPF Rules and Regulations.
- Supervising and co-ordinating the preparation of UNESCO's periodic pension related financial statements, Year-End Schedules on the operation of the Fund and yearly reconciliation reports on the contributions to the Fund. Prepare working documents and summary of records of the UNESCO Pension Committee, statistical data and follow up with recommendations of the Committee
- Maintain liaison with the United Nations and its specialised agencies with a view to developing inter-agency arrangements.
- Prepare work documents and summary of records of the UNESCO Pension Committee, statistical data and follow up with recommendations of the Committee. Draft administrative circulars, notes and other documents as required.

- Profile**
- Advanced university degree in Business, Finance, Accounting, Mathematics or related field.
  - A minimum of six years of experience in Administration of Pension Plans, preferably in the UN system.
  - Good knowledge of rules and regulations of the UNJSPF.
  - Good ability to analyse situations and recommend/take required actions.
  - Excellent interpersonal written and oral communication skills.
  - A demonstrated client-oriented and service approach.
  - Proficiency in Excel, Access and Word. Understanding of SAP would be an asset.
  - Excellent knowledge of either English or French, plus a very good knowledge of the other language. Ability to communicate effectively in both English and French.

**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.

**How to apply** When applying for UNESCO vacancies, please only use the on-line recruitment system at [www.unesco.org/employment](http://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: **HRM-634**.

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](mailto:Recrutweb@unesco.org).



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**Post title** **Programme Specialist**

**Unit** **Division for Freedom of Expression, Democracy and Peace, Communication and Information Sector**

**Duty station** Paris, France

**Grade** P-4

**Post number** CI-130

**Closing date** **8 November 2006**

**Purpose of post** Develop, implement and report on Regular Programme activities and extra-budgetary projects on media assistance for peace and reconciliation, particularly in conflict and post-conflict areas.

**Main responsibilities** Under the overall authority of the Assistant Director-General for Communication and Information and the supervision of the Director of the Division for Freedom of Expression, Democracy and Peace, the incumbent will :

**I. Implement strategies and programmes according to the UNESCO normative work on assistance to media in tension areas and violent conflict:**

- Provide expertise and advice on media assistance in conflict and post conflict areas as well as media and good governance, including political, legal and social briefings, reports, letters to governments and action materials.
- Collaborate with the UN agencies in providing direction and guidance in the field of assistance to free, pluralistic and independent media.

**II. Ensure programme development and implementation at the national level in post-conflict countries:**

- Participate in the planning and implementation processes of the Division's activities;
- Advise partners (national authorities or civil society) in planning, programming, implementation, monitoring and evaluation of media assistance in post-conflict situations;
- Organise and lead missions in post-conflict countries in different regions and provide assessments to both UNESCO as the UN system organisations when appropriate;
- Ensure programme implementation by supervising contracts and payments, recruiting consultants when necessary, disseminating information about UNESCO's Programme on Communication and Information through relevant channels such as the UNESCO website, providing progress and final reports;
- Mobilize extra-budgetary resources to assist these activities.

**III. Enhance partnership coordination on media assistance in conflict and post-conflict situations at the international, regional and national levels:**

- Follow-up and develop an advocacy plan among donors and financial institutions on the importance of press freedom in humanitarian and recovery strategies;
- Collaborate with key donors agencies (e.g. World Bank, bilateral donors, regional intergovernmental institutions, regional banks, foundations), UN programmes as well as international and regional NGOs working on conflict issues, good governance and poverty eradication.

- Profile**
- Advanced university degree in communication, information, political science or related field.
  - 7 to 10 years of progressively responsible experience in implementing communication/information programmes, of which preferably 5-7 years acquired at the international level, and at least 4 years practical experience in media development activities in a conflict or post-conflict countries.
  - Sound knowledge of the policies of international donors as well as the UN system, including Millennium Development Goals and the link between freedom of expression, eradication of poverty and good governance.
  - Excellent IT skills. Good understanding of the emerging communication and information technologies.
  - Excellent knowledge of English (orally and written) and a very good knowledge of French.

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

**Non- or under-represented Member States as of August 2006 (please check at [www.unesco.org/employment](http://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, Poland, 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



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Post title	<b>Programme Specialist – Information and Communication Technologies (ICT) in Education</b>
Organisational unit	<b>UNESCO OFFICE Bangkok</b>
Duty station	Bangkok, Thailand
Grade	P-3
Post number	AS/RP/THA/ED/0061
Closing date	<b>11 November 2006</b>
<b>Purpose of post</b>	Under the direct supervision of the Asia-Pacific Programme of Educational Innovation for Development and the overall authority of Director UNESCO Bangkok, the Programme Specialist, ICT in Education, will be responsible for promoting the appropriate use of ICT in education while managing a portfolio of ongoing and planned projects.
<b>Main responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Implement, monitor and evaluate a variety of existing regular programme and extra-budgetary projects, including the ICT in Education Policy, Next Generation of Teachers, SchoolNet, and Clearinghouse and knowledge community projects. Facilitate the implementation of UNESCO Bangkok's ICT in Education Teacher Training and Non-Formal Education (Community Learning Centre) projects, and enhance internal coordination of overall activities.</li> <li>▪ Design, implement, and evaluate new technical cooperation projects, preparing and/or providing technical advice in preparing project proposals, drafting and/or reviewing terms of reference, recruiting and supervising consultants, experts, and other service providers, and following through with the dissemination of project results.</li> <li>▪ Analyze UNESCO priorities like Education For All (EFA) and Literacy Initiative for Empowerment (LIFE) in view of proposing new ICT-enhanced concepts, content and design. Explore new and innovative approaches in ICT in Education, keeping abreast of best practices among partners and competitors to provide authoritative recommendations on the subject.</li> <li>▪ Leverage relationships within and across teams at UNESCO while building external partnerships and mobilizing resources. Support other UNESCO offices in Asia Pacific region and National Commissions in their ICT in Education activities, coordinate with Headquarters. Advocate approaches and interventions of proven effectiveness, and develop awareness in-house of opportunities and imperatives concerning ICT in Education, including follow-up to the World Summits on the Information Society.</li> <li>▪ Enhance information and knowledge management processes for internal and external users of ICT in Education knowledge across UNESCO; drive results, taking personal accountability for achieving individual and shared goals, setting plans well in advance and initiating action to move the ICT in Education projects forward, adjusting actions to respond and capitalize on changing circumstances.</li> <li>▪ Manage time effectively; coach subordinates; developing indicators and evaluating performance against deadlines and milestones.</li> </ul>
<b>Profile</b>	<ul style="list-style-type: none"> <li>▪ Advanced university degree in Educational Technology or Master in Education with specialization in Information and Communication Technologies and relevant work experience, i.e. with an orientation towards the particular circumstances in developing countries.</li> <li>▪ At least five (5) years of professional experience in the field of ICT in Education, including at least three (3) years implementing international projects; experience in managing projects that involve partners from several countries; experience working with UNESCO and/or other UN and international organizations would be an advantage.</li> <li>▪ Demonstrated experience in managing people, promoting teamwork and creating an environment for continuous learning and knowledge-sharing; effective communicator and advocate for the organization's role in this field; good track record in the mobilization of extra-budgetary resources; skilled negotiator with a collaborative approach to relations with stakeholders; good knowledge of education systems in countries of the Asia Pacific region.</li> <li>▪ Computer and other IT skills, including the capacity to use word processing, spreadsheet, presentation software and to undertake web-research.</li> <li>▪ Excellent knowledge of English, good knowledge of French desirable.</li> </ul>
<b>Conditions of employment</b>	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 \$70,330 (\$65,660 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 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.
<b>How to apply</b>	When applying for UNESCO vacancies, please only use the on-line recruitment system at <a href="http://www.unesco.org/employment">www.unesco.org/employment</a> . 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 <i>Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France</i> , before the closing date, quoting the post number: "AS/RP/THA/ED/0061". 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: <a href="mailto:Recrutweb@unesco.org">Recrutweb@unesco.org</a> .

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Post title **Senior Programme Specialist (Education)**  
Organisational unit **UNESCO Brasilia Office**

Duty station **Brasilia, Brazil**  
Grade **P-5**  
Post number **LA/RP/BRA/ED/0009**

Closing date **19 November 2006**

**Main responsibilities** Under the authority of the Director of UNESCO Brasilia Office and the direct supervision of the Deputy Director for Programme at UNESCO Brasilia Office, the incumbent will be responsible for the following duties:

- Co-ordinate and supervise the overall Educational activities in UNESCO Brasilia Office, regarding the Regular and Extra-budgetary Programmes, in consultation with the Government priorities at all levels and modalities of education.
- Assure that UNESCO Brasilia Office's actions in Education are in accordance with the Organization's programme and priorities and are articulated with the activities developed by the Education Sector at Headquarters, by the Regional Office for Education in Latin America and the Caribbean (OREALC), and by UNESCO's Institutes in the field of Education (IBE, UIE, IPE, UNEVOC, IESALC, UIS, etc.).
- Ensure support and technical assistance to Brazilian formal and non-formal education institutions in the framework of both Regular and Extra-budgetary Programmes.
- Articulate with several funding agencies in the UN System and the international and regional Banks, as well as with the Government, regarding the promotion of educational reforms following UNESCO's priorities.
- Establish close South-South cooperation activities, especially with other Latin American countries and between Brazil and other Portuguese speaking countries, particularly in Africa and in the Pacific.
- In articulation with other UNESCO Brasilia Office programme areas, strengthen the existing UNESCO Chairs in Brazil by promoting inter-university cooperation and maintaining information exchange networks amongst the Brazilian Chairs and those in other countries.
- Represent UNESCO whenever necessary, with regard to the discussion of policy issues on education along with the preparation of the corresponding texts and papers and promoting UNESCO main programmes and orientations.

**Profile**

- Advanced University degree in Education or direct related field.
- At least 10 years of progressively responsible relevant national/field experience in educational policies and planning along with experience in curriculum development and training of educational personnel. At least 5 years of international experience. Experience in international cooperation is required. Working experience in or with UNESCO desirable. Professional experience in Latin American countries would be an asset.
- Communicate effectively and persuasively (orally and in writing). Ability to interact at senior level in a multicultural environment. Excellent presentation skills, initiative, discretion and maturity of judgment.
- Good IT skills.
- Excellent knowledge of English and Spanish. Good knowledge of French or Portuguese would be an asset.

**Conditions of employment** The annual remuneration (including post adjustment) will start at the current exchange rate at US\$ 112,000 (US\$ 104,000 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days' annual leave, home leave, an education grant for dependent children, a pension plan and medical insurance. The initial appointment will be for two years, with a probationary period of 12 months, and renewal of the contract is 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.

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Post title  
Organisational unit

## **Programme Specialist**

**Ethics of Science and Technology Section, Ethics of Science and Technology Division  
Social and Human Sciences Sector**

Duty station Paris, France  
Grade **P-3**  
Post number **SHS-272**

**RE-ADVERTISEMENT**

Closing date **29 November 2005**

### **Main responsibilities**

Under the overall authority of the Assistant Director-General for Social and Human Sciences, and the direct supervision of the Director of Ethics of Sciences and Technology Division, and the Chief of Ethics of Sciences and Technology, the incumbent will:

- Participate in the preparation and execution of activities, programmed in the workplans of the Section.
- Contribute to the establishment of teaching programmes in the area of ethics in priority areas, collaborate with ethics professionals, stimulate the development of model teaching courses, develop educational materials in the area of ethics, and contribute to high quality teaching activities.
- Manage the Global Ethics Observatory (GEObs), which includes: design and implementation of new databases – translate concepts discussed into user/technical requirements, and manage and communicate these requirements to the software designer; maintenance and expansion of existing databases – search for new inclusions into the databases, manage the validation and data entry processes of new submissions, and manage the update process of existing data; coordinate the Division's announcements via the GEObs; and provide analyses of data collected when requested.
- Initiate and execute research projects in the area of environmental ethics, in order to create a framework of ethical principles for the sustainable use of the environment and developing instruments in this area which are acceptable and useful for Member States.
- Undertake research activities in the area of science ethics, in order to analyse codes of conduct for scientists, and to develop strategies and proposals for actions to be submitted to the Member States.
- Assist in developing a research programme for the Section which is focused on studying new areas of ethical concern in relation to science and technology; results of these studies will be submitted to the World Commission on the Ethics of Scientific and Knowledge and Technology (COMEST) for further advice and exploration.

### **Profile**

- Advanced university degree in ethics, philosophy or related social science, or a combination of first degree in science, law, education or technology with a post-graduate in a related social science. Emphasis on environmental ethics and/or science ethics is desirable.
- 4-7 years relevant professional experience in ethics research and ethics teaching at university level. A combination of experience in ethics and/or social science research with field experience in science and technology will be considered.
- International contacts with peer professionals in the area of environmental ethics and/or science ethics desirable.
- Excellent drafting skills, demonstrated with publications.
- Good IT skills, with demonstrated knowledge of database architecture.
- Proven project management skills.
- Excellent knowledge of English or French and good knowledge of the other language.

### **Conditions of employment**

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### **How to apply**

**Candidates who have already applied for this post do not need to re-apply.**

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