

Title: Senior Executive Officer
Domain: Management
Grade: P-5
Post Number: 1CAUIS0046PA
Organizational Unit: Director's Office
Duty Station: Montreal, Canada
Type of contract: Project Appointment
Annual salary: USD 116,830.00
Deadline (midnight, Paris time): 22 September, 2018

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

Overview of the functions of the post

Under the overall authority and direct supervision of the UIS Director, the incumbent will support the Director in the coordination and day-to-day management of the Institute, contributing to the achievement of the UIS's overall goals and objectives.

The incumbent will be specifically be responsible for:

1. Provide comprehensive advice and decision-making support to the Director with regard to the management of the Institute's programme, budget, staff and knowledge management, ensuring follow up of the Director's decisions.
2. Lead the Director's Office in the planning and distribution of assignments, establishing internal procedures, making proposals for their improvement, and monitoring.
3. Plan and oversee the preparation of meetings and official missions of the UIS Director, the Governing Board and the Planning and Policy Committee, including designing agendas, logistical arrangements, and talking points.
4. Provide programmatic and substantive reviews of drafts prepared by UIS sections and clear the final drafts of the Director's addresses, statements, talking points, presentations, forewords, meeting reports, internal communications, circulars and all official correspondence.
5. Coordinate the activities and operations of the Programme Sections and ensure timely preparation of the Institute's contribution to various documents and reports (i.e. Medium-Term Strategy (C/4), the Programme and Budget (C/5), reports of the UIS Director to the UIS Governing Board and the Policy and Planning Committee).
6. Monitor and evaluate the implementation of the Institute's Programme and budget (regular and extra-budgetary) and Governing Board decisions.
7. Supervise the preparation of work plans to ensure quality reporting thereon in liaison with the Institute's sections and relevant HQ sectors.
8. Supervise the preparation and implementation of the Institute's evaluation plan.
9. Support the Director in the formulation and implementation of the Institute's field strategy.
10. Provide oversight for the institutional initiatives; support overall institutional relations and programme development and establish quality control mechanisms.
11. Coordinate training and technical assistance.
12. Liaise with HQ sectors, Regional Field Networks and other UNESCO Offices to ensure coordination.

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 the field of education, statistics or an area related to educational assessment, economics or social sciences, business/public administration, or related area.

Work Experience

- Minimum 10 years of progressively relevant professional experience, including experience in planning, implementing and managing programmes and/or projects and managing staff.
- Experience in the field of strategic planning.
- Experience working on organisational programme and budget
- Proven experience in leading, managing and motivating staff.
- Experience in advocacy, resource and partnership mobilisation.

Skills and competencies

- Excellent knowledge and understanding of UIS' Programmes in its various fields of competences especially in statistics;
- Demonstrated strategic planning and management abilities, including the capacity to administer extensive programmes, financial resources and exercise appropriate supervision and control;
- Sound judgement and decision-making skills;
- Ability to identify key strategic issues, objectives, opportunities and risks;
- Demonstrated organisational skills, including in establishing plans and priorities and implementing them effectively;
- Institutional leadership capacity and high sense of objectivity and integrity, diplomacy, tact and political astuteness.
- Ability to interact with a wide range of high-level partners and to participate effectively in high-level negotiations;
- Excellent communication skills both orally and in writing, ability to communicate effectively and persuasively and strong representational abilities.

Languages

Excellent knowledge (written and spoken) of English.

Desirable qualifications

Education

Advanced university degree (Ph.D. or equivalent) in a relevant discipline.

Work Experience

- At least 7 years experience acquired at international level, preferably within a United Nations Organization/Agency.

Skills and competencies

- Knowledge of UNESCO rules, regulations, policies and guidelines.

Languages

Working knowledge of other official UNESCO languages (Arabic, Chinese, French, Russian, Spanish).

Assessment

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

An assessment exercise may be used in the evaluation of candidates

How to apply

To apply, please send your application letter, UNESCO CV ([CV Form to be used](#)) and a list of 3 references (name, title, organization, address, telephone, email, including at least one current or former direct supervisor), by email: uis.recruitment@unesco.org, mentioning FAMILY NAME PA46 DIR (e.g. SMITH PA46 DIR).

Application files will have to reach UNESCO Headquarters before **22 September 2018** midnight (Paris time)

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 is a no-smoking Organization.

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