



Ministry of Civil Service and Administrative Reforms

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30 December 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No 48 of 2008

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Vacancy at the United Nations Educational, Scientific and Cultural Organisation
(UNESCO)

The UNESCO is inviting nominations from member States for the post of Executive Secretary in the Intergovernmental Oceanographic Commission.

2. The minimum qualifications and experience requirements for the post include:
 - (a) An advanced university degree, preferably at doctorate level, in a field related to oceanography;
 - (b) Extensive professional experience in senior executive positions in one or more fields covered by the UNESCO Natural Sciences Programme, including substantial assignments at regional and/or international level ;
 - (c) Several years of exposure to the requirements of international cooperation and proven familiarity with the work and activities of the United Nations System organizations and other international organizations in the field of natural sciences;
 - (d) Demonstrate ability to direct processes of change at the substantive and management levels within large institutions of national and international scope;
 - (e) Knowledge of the trends, demands and challenges in oceanography especially in developing countries; and
 - (f) Proven leadership and management skills and excellent command of written and spoken English and French with excellent drafting ability in one of them and a good command of the other language.
3. Applicants should also be able to demonstrate the following competencies:
 - (i) Lead and motivate a team of senior and mid-level managers in a multicultural setting;

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- (ii) Determine and communicate a clear strategic direction including interdisciplinary dimensions and set clear programmes priorities;
- (iii) Translate strategy into sustainable action and effectively plan, mobilize and manage resources to deliver expected results; and
- (iv) Conduct high –level negotiations at international level.

4. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Secretariat, application from female officers is encouraged.

5. Potential candidates should note that:

- (a) they should apply for the post through the following website :
<http://www.unesco.org/employment>
- (b) those without easy access to the Internet, may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably in the official UNESCO Curriculum Vitea form, showing their nationality, date of birth and gender to:

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

- (c) the salary is composed of base salary and post adjustment which totals approximately US \$ 191,980 (with dependents) or US \$ 173,850 (without dependents) per annum, exempt from taxation.

6. The vacancy advertisement containing details of the job description and the terms and conditions applicable to the post is available on the UNESCO website. **The closing date for the submission of applications is 14 January 2009.**

7. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.



**S.K Pather
Supervising Officer**

Copy to:

Secretary to Cabinet and Head of the Civil Service