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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

22 January 2010

Ministry Of Civil Service and Administrative Reforms
Circular Letter No 5 of 2010
5/05/2010

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers, in charge of Ministries/ Departments

Vacancies in the United Nations Educational, Scientific and Cultural Organisation
(UNESCO)

The UNESCO is inviting applications for the following posts:

SN	Post	Profile	Closing Date
1	Programme Specialist, ICT in Education	<ul style="list-style-type: none"> An advanced University degree in Education (Masters Level), with a particular focus on ICT. A minimum of 7 years of relevant professional experience, in relation to ICT in education, in posts of increasing responsibility (technical assistance, capacity building for Ministries of Education, project management, coordination and supervision), of which preferably three years acquired at the international level. Knowledge of developing countries and experience in establishing and managing partnerships would be additional assets. Proven experience in development, implementation and evaluation of programmes/projects related to education. Good written and oral communication skills. Experience in website design and management and in e-learning will be an asset. Good management skills. 	05 February 2010

iii.	Programme Specialist	<ul style="list-style-type: none"> • Advanced university degree in any of the disciplines of the social and human sciences. • 7-10 years of progressively responsible relevant working experience in the areas of social and human sciences. Capacity for research management would be an asset. • Proven experience in planning and managing projects in the areas of urban and rural social transformation. • Experience of partnership with local governments, academia and NGOs is desirable. • Good IT skills • Excellent knowledge of English. Knowledge of French and Chinese would be an asset. 	08 February 2010
iv.	Director, Bureau of Human Resources Management	<ul style="list-style-type: none"> • Advanced University degree in human resources, public or business administration or management or other related fields. • At least 15 years of progressive professional experience at the national or international level in human resources management. • Assignments at international level and/or within the United Nations would be an asset. • Demonstrated ability to direct change processes at the substantive and management levels within large institutions of national or international scope. • Strong managerial/leadership skills combined with demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex human resources issues. 	08 February 2010
v.	Assistant Director - General Positions UNESCO Headquarters	<ul style="list-style-type: none"> • Advanced university degree, preferably at the PhD level, in the relevant field. • Extensive relevant professional experience in senior leadership positions including substantial assignments at regional and/or international level. • Several years of exposure to the requirements of international cooperation. • Demonstrated ability to direct change processes at the management level within large institutions of national or international scope. 	27 January 2010

		<ul style="list-style-type: none"> • Demonstrated ability to lead and motivate a team of senior managers and staff at all levels in a multicultural environment. • Demonstrated ability to conduct high-level negotiations at international level. • Demonstrated ability for resources mobilization • Working knowledge with excellent drafting skills in one of the working languages (English and French). Knowledge of the second one is strongly desirable. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame. 		
vi.	Assistant Director - General for Administration	<ul style="list-style-type: none"> • Advanced university degree in the relevant field. • Extensive relevant professional experience in senior leadership positions including substantial assignments at regional and/or international level. • Demonstrated ability to direct change processes at the substantive and management level within large institutions of national or international scope. • Demonstrated ability to lead and motivate a team of senior managers and staff at all levels in a multicultural environment. • Working knowledge with excellent drafting skills in one of the working languages (English and French). Knowledge of the second one is strongly desirable. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame. 	27 January 2010	
vii.	Assistant Director - General for External Relations and Cooperation	<ul style="list-style-type: none"> • Advanced university degree, preferably at the PhD level, in the relevant field. • Extensive relevant professional experience in senior leadership positions including substantial assignments at regional and/or international level. • Several years of exposure to the requirements of international cooperation. 	27 January 2010	

		<ul style="list-style-type: none"> • Demonstrated ability to direct change processes at the management level within large institutions of national or international scope. • Demonstrated ability to lead and motivate a team of senior managers and staff at all levels in a multicultural environment. • Demonstrated ability to conduct high-level negotiations at international level. • Demonstrated ability for resources mobilization • Working knowledge with excellent drafting skills in one of the working languages (English and French). Knowledge of the second one is strongly desirable. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame. 	
viii.	Assistant Director - General for Africa Department	<ul style="list-style-type: none"> • Advanced university degree, preferably at the PhD level, in the relevant field. • Extensive relevant professional experience in senior leadership positions including substantial assignments at regional and/or international level. • Several years of exposure to the requirements of international cooperation. • Demonstrated ability to direct change processes at the substantive and management level within large institutions of national or international scope. • Demonstrated ability to lead and motivate a team of senior managers and staff at all levels in a multicultural environment. • Demonstrated ability to conduct high-level negotiations at international level. • Demonstrated ability for resources mobilization • Working knowledge with excellent drafting skills in one of the working languages (English and French). Knowledge of the second one is strongly desirable. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame. 	27 January 2010

Details of job descriptions and the terms and conditions for the submission of applications for the posts, are available on the UNESCO website: www.unesco.org

It would be appreciated if the contents of this 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