



**JOB OPENING: DIRECTOR OF THE SECRETARIAT OF THE GOVERNING BODIES AND  
SECRETARY OF THE GENERAL CONFERENCE AND THE EXECUTIVE BOARD**

UNESCO is pleased to announce a job vacancy for the position of Director of the Secretariat of the Governing Bodies and Secretary of the General Conference and the Executive Board. In this regard, applicants from members of the organization who have the qualifications and conditions required are invited to submit an online application to fill the position. For more information on this position, please visit their website at <https://en.unesco.org/careers> or contact by email at [staffingteam@unesco.org](mailto:staffingteam@unesco.org). The closing date for submitting the application is **21 September 2019**.

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**Title : DIRECTOR OF THE SECRETARIAT OF THE GOVERNING BODIES AND SECRETARY OF  
THE GENERAL CONFERENCE AND THE EXECUTIVE BOARD**

Domain : Administration – Administration

Post Number : GBS-001

Grade : D-1

Organizational Unit : GOVERNING BODIES SECRETARIAT

Primary Location : FR-Paris

Recruitment open to : Internal and external candidates

Type of contract : Fixed Term

Salary : 145 210 USD (Annual Salary)

Deadline (Midnight Paris Time) : 21 September 2019

## OVERVIEW OF THE FUNCTIONS OF THE POST

The Secretariat of the Governing Bodies (GBS) brings together the Secretariats of the General Conference (SCG) and of the Executive Board (SCX) in a combined structure that, while retaining two separate and dedicated units servicing each of the governing bodies, ensures a common management and supervision structure for greater synergies between the two.

The General Conference, comprising representatives of all Member States, is UNESCO's primary decision-making body. It determines the policies and main lines of work of the Organization and it approves UNESCO's biennial programme and budget.

The Executive Board, composed of 58 Member States, assures the overall management of the Organization. It examines the Organization's programme and budget, and is responsible for the implementation of the programme adopted by the General Conference. For more information, please visit the following website <https://en.unesco.org/executiveboard>.

The Director of the Secretariat of the Governing Bodies (DIR/GBS)/Secretary of the General Conference and the Executive Board is responsible for all matters relating to the smooth functioning of the Secretariats servicing the General Conference and the Executive Board, as well as for their President/Chairperson respectively.

Under the authority of the Director-General, the incumbent will be responsible for all the activities of GBS, as well as for its administration. The incumbent will serve as Secretary of the Plenary meetings and Bureaux of the General Conference and the Executive Board.

Specifically, the incumbent will:

- Coordinate the preparation of the groundwork for the General Conference and for the Executive Board (e.g. agendas and timetables of the sessions, calendars for the preparation of working documents, management of staff secondments to SCG/SCX);
- Assist and advise the President of the General Conference and the Chairperson of the Executive Board on all matters relating to the functioning of the two bodies (e.g. ensure an accurate understanding of the duties, rights and responsibilities of the Presidency/Chairmanship, apply the rules/procedures of the General Conference/Executive Board, oversee the preparation of the procedural notes, analytical reports and briefings);
- Provide information and assist Member States and their representatives on all matters relating to the functioning of the General Conference and of the Executive Board;
- Oversee the preparation and translation of the official records of the General Conference's sessions and of the summary records of the Executive Board, as well as their distribution to the Member States;
- Oversee the preparation of the final reports of each session of the General Conference and the Executive Board (e.g. lessons learnt, proposals for review and update of the related texts and/or working methods, if necessary);
- Ensure follow-up of General Conference resolutions and of the decisions of the Executive Board;

- Manage on-going contacts between the President of the General Conference, the Chairperson of the Executive Board and the Director-General.

## **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 degree) in a discipline related to UNESCO's mandate, or any other areas relevant to this post.

### **Work Experience**

- At least fifteen (15) years of progressively relevant professional experience in a discipline related to UNESCO's mandate, management areas, and/or dealing with intergovernmental bodies.
- Experience in dealing with intergovernmental organs within the United Nations system or similar organisations.
- Experience in assessment of risks related to legal issues.

### **Skills / Competencies**

- Knowledge of, and commitment to, the Organization's mandate, rules of procedure, strategic direction and priorities.
- Leadership capacity, high sense of professional integrity, objectivity, strong analytical capabilities, diplomacy and political astuteness.
- Sound knowledge of general management practices and techniques.
- Ability to exercise intellectual authority, as well as provide and manage advisory services.
- Ability to participate in high-level negotiations and to influence others to reach agreement.
- Ability to identify areas for improvement and drive changes
- Excellent interpersonal skills, including the ability to interact and manage relationships at all levels of the Organization, including with Member States and other high-level partners.
- Excellent communication skills with strong representational abilities.

### **Languages**

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French) and good knowledge of the second language.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Other degrees or short to medium-term training in disciplines relevant to the post.

### **Work Experience**

- Demonstrated experience of management at the international level.
- Experience in conducting complex negotiations diplomatically and tactfully.
- Experience in guiding staff and motivating teams in a multicultural environment tactfully and in observance of diversity, as well as in performing supervisory and monitoring duties.

### **Skills / Competencies**

- Knowledge of the Organization, its Constitution and methods of work.
- Skills in the administration and management of financial and human resources.

### **Languages**

- Knowledge of other official United Nations languages (Arabic, Chinese, Russian and Spanish).

## **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 and 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 applies a policy of zero tolerance to all forms of harassment.

Please note that UNESCO is a non-smoking Organization.