

Ref.: CL/4486

Subject: **Assistant Director-General for Administration and Management
(ADG)
Sector for Administration and Management
Paris, France
ADM 001**

Sir/Madam,

I have the honour to inform you that the vacancy notice for the post of Assistant Director-General for Administration and Management has been published.

Please find enclosed herewith further details on the post, including the required qualifications, experience and competencies.

The Secretariat accords great importance to geographical distribution and gender balance in its staffing, particularly at the senior level. We therefore encourage all qualified candidates to apply.

Candidates who wish to be considered for this post should apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible and before the closing date, and ensure that their applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be correctly submitted by **18 November 2024** at the latest. Any queries may be addressed to staffingteam@unesco.org.

I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate, with a view to identifying outstanding candidates for this post.

Please accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Post Title:	ASSISTANT DIRECTOR-GENERAL FOR ADMINISTRATION AND MANAGEMENT
Post Number:	ADM 001
Grade:	ADG
Parent Sector:	Sector for Administration and Management
Duty Station:	Paris (France)
Job Family:	Administration
Type of contract:	Fixed-Term
Duration of contract:	2 years
Recruitment open to:	Internal and external candidates
Application Deadline (<i>midnight, Paris time</i>):	18 November 2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Sector for Administration and Management provides operational/management services and solutions for UNESCO to achieve programme results, safeguarding UNESCO's accountability vis-à-vis Member States and other relevant partners.

The mission of the Sector for Administration and Management is to provide strategic guidance and to develop enabling policies, procedures, processes, systems and tools to support all entities of the Secretariat, including field based entities, in the following broad management areas: human resources, finance, knowledge management and information and communication technology (ICT), procurement and contracting, support services including conferences, languages and documents and facilities management, and security and safety management.

Under the overall authority of the Director-General, the Assistant Director-General for Administration and Management will be responsible for providing vision, innovation and leadership, and strategically directing and managing the Sector to deliver high performance and quality critical business functions.

The Assistant Director-General for Administration and Management will be assisted, in discharging his/her functions, by the heads of services under his/her direct responsibility.

The Assistant Director-General is also responsible for the overall implementation of the programmes of the divisions/bureaus/sections under his/her responsibility, as approved by UNESCO's governing bodies. The incumbent will also cooperate closely with other ADGs in carrying out his/her responsibilities, particularly dealing with organizational reform related and management matters.

The Assistant Director-General is accountable to the Director-General and is responsible for the following activities:

- Developing the strategy and formulating the Secretariat's management policies and having overall responsibility for ensuring the effective and efficient management of the human resources, financial, knowledge management and information communication technology, procurement and contracting, support services and facilities management services of the Secretariat.
- Providing leadership and directing the activities of the Sector for Administration and Management to ensure effective and efficient delivery of support services to better enable implementation of mandates by all the entities.
- Leading and coordinating the work of the Sector of Management and Administration with a focus on a) enhancing accountability, transparency, effectiveness and efficiency, in the management of UNESCO resources, and b) on integration and simplification of UNESCO business processes to support the organizational mandate.
- Providing policy guidance, coordination and direction on management reforms to programme managers of the Secretariat and ensuring effective change management and communications to all staff.
- Developing appropriate coordination, consultation and accountability mechanisms to ensure management and operational priorities are consistent with program priorities and country office's needs.
- Ensuring robust budget monitoring and sound financial management across the Organization.
- Representing or ensuring the representation of the Director-General as appropriate, at technical and interagency meetings in the Sector's field of activity.
- Maintaining close liaison with host-country authorities and Member States on all substantive aspects relating to the management of the financial, human resources and facilities of the Secretariat.

The Assistant Director-General, also a member of the Senior Management Team, shall represent the Director-General in specialized commissions of UNESCO's governing bodies, as well as in United Nations inter-agency meetings, at the senior level.

For further information on the specific above-mentioned programmes, candidates may consult UNESCO's website: <https://www.unesco.org/en>, and/or the following documents: [41 C/4](#) (UNESCO's Medium-Term Strategy, 2022–2029) and [41 C/5](#) (UNESCO's Programme and Budget for 2022–2025).

COMPETENCIES (Core/Managerial)

Communication (C)	Building partnerships (M)
Accountability (C)	Driving and managing change (M)
Innovation (C)	Strategic thinking (M)
Knowledge sharing and continuous improvement (C)	Making quality decisions (M)
Planning and organizing (C)	Managing performance (M)
Results focus (C)	Leading and empowering others (M)
Teamwork (C)	
Professionalism (C)	

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Masters or equivalent) in Business or Public Administration, Management, Human Resources, Financial Management, International Relations, or related fields.

Work Experience

- A minimum of fifteen (15) years' relevant experience in managing large corporate entities in Administration and Finance areas, preferably within an international and/or intergovernmental context.
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations, such as an intergovernmental, international non-governmental or multinational private sector entities.
- Proven ability to lead organizational change initiatives and build consensus and drive effective campaigns among a broad spectrum of people and organizations.
- Several years of exposure to the requirements of international or inter-governmental cooperation, preferably within the context of the United Nations system or a multi/global/trans-national company.

Skills and Competencies

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to develop a vision, concepts and strategies for corporate planning and change management.
- Solid understanding of best management practices; ability to align management policies and practices to support the achievement of organizational goals.
- Strong client orientation, communication skills and advocacy.
- Ability to exercise leadership in strengthening accountability and results-based management in support of organizational priorities, policy and decision-making processes.
- Experience in guiding staff and motivating teams in a culturally diverse environment
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.
- Solid understanding of global operational risks.
- Proven ability to interact effectively with Member States, External Auditors and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization.
- Ability to go beyond established procedures and models and to introduce new approaches and strategic innovations.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Other university degrees or certifications (CPA or CIFPA) or short to medium-term training in disciplines relevant to the post.

Skills and Competencies

- Awareness of the administrative, budgetary and financial landscape and context in the UN system.
- Awareness and knowledge of UNESCO's strategic objectives and of wider reform and initiative processes within the United Nations system.
- Solid knowledge and experience in the application of complex ICT systems and modules (including ERP systems such as SAP) and its application and impact on enhancing management efficiency and efficacy.

Languages

- Knowledge of other official languages of UNESCO (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is US \$234,553

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

Please note that UNESCO is a non-smoking Organization.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO Careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality.

Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

**Representation of Member States in posts subject
to geographical distribution as at 31 August 2024**

Representation above range	Representation within range	Representation below range	Not represented
Algeria	Afghanistan	Antigua and Barbuda	Albania
Argentina	Angola	Armenia	Andorra
Belgium	Australia	Bangladesh	Bahamas
Brazil	Austria	Barbados	Bahrain
Cameroon	Azerbaijan	Belarus	Bhutan
Canada	Benin	Belize	Brunei Darussalam
Democratic Republic of the Congo	Bosnia and Herzegovina	Bolivia (Plurinational State of)	Dominican Republic
Egypt	Bulgaria	Botswana	El Salvador
Ethiopia	Burkina Faso	Cabo Verde	Equatorial Guinea
France	Burundi	Central African Republic	Guatemala
Greece	Cambodia	Chad	Guyana
Italy	Chile	China	Iceland
Japan	Colombia	Comoros	Kiribati
Kenya	Congo	Cook Islands	Kuwait
Lebanon	Côte d'Ivoire	Costa Rica	Latvia
Mexico	Cuba	Croatia	Lesotho
Morocco	Czechia	Cyprus	Maldives
Nepal	Denmark	Democratic People's Republic of Korea	Malta
Senegal	Ecuador	Djibouti	Marshall Islands
South Africa	Eswatini	Dominica	Micronesia (Federated States of)
Spain	Finland	Eritrea	Monaco
Tunisia	Gabon	Estonia	Nauru
Ukraine	Gambia	Fiji	Niue
United Kingdom of Great Britain and Northern Ireland	Georgia	Ghana	North Macedonia
	Germany	Grenada	Oman
	Guinea	Guinea-Bissau	Palau
	Honduras	Haiti	Panama
	Hungary	Iraq	Qatar
	India	Ireland	Saint Vincent and the Grenadines
	Indonesia	Liberia	Samoa
	Iran (Islamic Republic of)	Libya	San Marino
	Jamaica	Madagascar	Solomon Islands
	Jordan	Malawi	South Sudan
	Kazakhstan	Montenegro	Suriname
	Kyrgyzstan	Mozambique	Timor-Leste
	Lao People's Democratic Republic	Myanmar	Tonga
	Lithuania	Namibia	Tuvalu
	Luxembourg	Papua New Guinea	United Arab Emirates
	Malaysia	Peru	Vanuatu
	Mali	Sao Tome and Principe	
	Mauritania	Saudi Arabia	
	Mauritius	Serbia	
	Mongolia	Seychelles	
	Netherlands (Kingdom of the)	Slovakia	
	New Zealand	Tajikistan	
	Nicaragua		
	Niger		

**Representation
above range**

**Representation
within range**

**Representation
below range**

Not represented

Nigeria
Norway
Pakistan
Paraguay
Philippines
Poland
Portugal
Republic of Korea
Republic of Moldova
Romania
Russian Federation
Rwanda
Saint Kitts and Nevis
Saint Lucia
Sierra Leone
Singapore
Slovenia
Somalia
Sri Lanka
State of Palestine
Sudan
Sweden
Switzerland
Syrian Arab Republic
Togo
Türkiye
Uganda
United Republic of
Tanzania
Uruguay
Uzbekistan
Venezuela (Bolivarian
Republic of)
Viet Nam
Zambia
Zimbabwe

Thailand
Trinidad and Tobago
Turkmenistan
United States of
America
Yemen