



United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4237

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

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Assistant Director-General for Administration and Management at UNESCO's Headquarters (Paris, France).

I enclose herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall 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.

It is important to note that all applications must be correctly submitted by **1 June 2018** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without Internet access shall submit their application, quoting the post number: "**ADM 001**", to the following address below:

Director
Bureau of Human Resources Management (HRM)
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

Title: ASSISTANT DIRECTOR-GENERAL FOR
ADMINISTRATION AND MANAGEMENT

Domain: Administration and Management

Post Number: ADM 001

Grade: ADG

Organizational Unit: Sector for Administration and Management

Primary Location: Paris, France

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$206,877

Deadline (midnight, Paris time): **1 June 2018**

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;
- Representing or ensuring the representation of the Director-General as appropriate, at technical and interagency meetings in the Sector's field of activity;

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

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 applies a zero tolerance policy against any form of harassment.

Please note that UNESCO is a non-smoking Organization.

**Representation of Member States in posts subject
to geographical distribution as at 1 March 2018**

Representation above range	Representation within range	Representation below range	Nil
Belgium	Afghanistan	Andorra	Angola
Benin	Albania	Antigua and Barbuda	Armenia
Bulgaria	Algeria	Bahamas	Bahrain
Cameroon	Argentina	Belarus	Barbados
Canada	Australia	Belize	Brunei Darussalam
Denmark	Austria	Bhutan	Cabo Verde
Ethiopia	Azerbaijan	Botswana	Central African Republic
France	Bangladesh	Brazil	Chad
Gambia	Bolivia (Plurinational State of)	China	Dominican Republic
Greece	Bosnia and Herzegovina	Comoros	El Salvador
Italy	Burkina Faso	Cook Islands	Equatorial Guinea
Lebanon	Burundi	Dominica	Guatemala
Mexico	Cambodia	Egypt	Guyana
Morocco	Chile	Eritrea	Iceland
Nepal	Colombia	Estonia	Kiribati
Romania	Congo	Fiji	Kuwait
Senegal	Costa Rica	Gabon	Lesotho
South Africa	Côte d'Ivoire	Georgia	Malta
Spain	Croatia	Ghana	Marshall Islands
Tunisia	Cuba	Grenada	Mauritania
United Kingdom of Great Britain and Northern Ireland	Cyprus	Guinea	Micronesia (Federated States of)
	Czechia	Guinea-Bissau	Monaco
	Democratic People's Republic of Korea	Haiti	Nauru
	Democratic Republic of the Congo	Indonesia	Niue
	Djibouti	Iran (Islamic Republic of)	Palau
	Ecuador	Iraq	Rwanda
	Finland	Kazakhstan	Saint Vincent and the Grenadines
	Germany	Kyrgyzstan	Samoa
	Honduras	Latvia	Solomon Islands
	Hungary	Liberia	Somalia
	India	Libya	South Sudan
	Ireland	Luxembourg	Sri Lanka
	Israel	Malawi	Suriname
	Israel	Maldives	Tajikistan
	Jamaica	Mongolia	Timor-Leste
	Japan	Montenegro	Tonga
	Jordan	Myanmar	Tuvalu
	Kenya	Panama	United Arab Emirates
	Lao People's Democratic Republic	Papua New Guinea	Vanuatu
	Lithuania	Paraguay	
	Madagascar	Peru	
	Malaysia	Poland	
	Mali	Qatar	
	Mauritius	Russian Federation	
	Mozambique	San Marino	
	Namibia	Sao Tome and Principe	
	Netherlands	Saudi Arabia	
	New Zealand	Serbia	
	Nicaragua	Sierra Leone	
		Singapore	