

Title: DIRECTOR OF OFFICE AND UNESCO REPRESENTATIVE TO JAMAICA, ANTIGUA AND BARBUDA, BAHAMAS, BARBADOS, BELIZE, BRITISH VIRGIN ISLANDS, CAYMAN ISLANDS, DOMINICA, GRENADA, GUYANA, SAINT KITTS AND NEVIS, SAINT LUCIA, SAINT VINCENT AND THE GRENADINES, SURINAME AND TRINIDAD AND TOBAGO

Domain: Field Operations Coordination – Management

Post Number: 3JMBFC0001RP

Grade: D-1

Organizational Unit: UNESCO Office in Kingston

Primary Location: Kingston, Jamaica

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term

Annual salary: US \$140,897

Deadline (midnight, Paris time): 3 December 2012

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Director of the Bureau for Field Coordination (DIR/BFC) as regards house-wide coordination (including management, administration and reporting), as well as the Assistant Director-General for External Relations and Public Information (ADG/ERI) as regards representational functions, and in close consultation with Assistant Directors-General (ADGs) of Programme Sectors, the Director of the UNESCO Office in Kingston will manage the multidisciplinary programme of this Cluster Office and provide intellectual, strategic and operational leadership in planning and implementing activities, responding to the priority needs of the Member States and Associate Member States of the Cluster (*Jamaica, Antigua and Barbuda, Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname and Trinidad and Tobago*) in all UNESCO's fields of competence (*education, sciences, culture and communication and information*). This will include the effective and efficient management of the Office's human resources, administration and operations, in line with the Organization's policies and procedures, including the application of effective internal controls. The incumbent also will participate in or ensure the participation of the Office in all meetings and activities of the United Nations Country Team (UNCT) in the host country.

REQUIRED QUALIFICATIONS

EDUCATION

- University degree in one of UNESCO's fields of competence.

PROFESSIONAL EXPERIENCE

- At least ten (10) years of progressive professional experience at the appropriate management level within the United Nations system or within other international or national institutions, including a wide experience in development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Experience in advocacy, resources and partnership mobilization.
- Experience in the field of international relations and diplomacy.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply.

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

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

SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven skills in administration and the management of financial and human resources.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes, financial resources and exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Ability to interact with a wide range of high-level partners, as well as demonstrated partnership development and fundraising experience.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment, motivate teams in a multicultural environment with sensitivity and respect for diversity, and exercise supervision and control, as well as ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing.
- Basic computer skills.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- Courses/degree in a management related field would be an asset.

SKILLS/COMPETENCIES

- Broad general culture, good geopolitical knowledge of the region, sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Excellent interpersonal skills and ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.

LANGUAGES

- Knowledge of other 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 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 is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.