



United Nations Educational, Scientific and Cultural Organization

Deputy Director (D-1) UNESCO International Institute for Educational Planning (IIEP)

The International Institute for Educational Planning (IIEP) is an integral part of UNESCO and benefits from statutory institutional autonomy as well as guidance from its Governing Board. The IIEP promotes training and research in educational planning, policy and administration in relation to economic and social development, and provides training by organizing residential and distance training courses, seminars, workshops and individually tailored programmes for senior civil servants, educational planning and managers or experts attached to institutions responsible for the promotion of social and economic development. It also conducts and promotes research into new concepts and methods of educational policy analysis, planning and management likely to further economic and social development and endeavours to disseminate, by various means, existing knowledge and experience gained in this domain. The responsibilities of the Deputy Director are the following:

Main responsibilities

Under the authority and the direct supervision of the Director of the IIEP, the incumbent will have responsibilities for representation, programme coordination and programme execution as follows:

Representation

As decided by the Director, to represent IIEP in meetings at, policy and technical levels to which IIEP is invited, high-level meetings of the UNESCO Secretariat, and in meetings with IIEP's partners.

Programme Coordination

The incumbent is responsible for leading a specialist team in IIEP focusing on a domain in the Medium-Term Plan, promoting synergies between the different programmatic areas of the Institute, and report thereon to the Director, supervising and reporting on the cooperative research and training arrangements between IIEP and its Network of Associated Institutions in different regions and advising the Director on IIEP activities in the field, remaining informed of all planned staff missions to ensure coordination of IIEP field activities.

Qualifications and experience

- Advanced University degree which qualifies the incumbent to teach in a domain related to educational planning and to carry out research in this field;
- Over 15 years of professional experience, part of which, preferably in an international organization and/or in a developing country.
- Wide experience, at a high level, of the organization and administration of research and teaching programmes in the fields of educational planning and management.
- International experience of programmes in the field of education, and thorough knowledge of developing countries' education systems.

Competencies

The successful candidate should be able to demonstrate the following competencies:

- Ability to strategically plan and manage extensive field programmes, including capacity to mobilize and administer financial resources, and exercise appropriate supervision and control
- Ability to take initiative and maintain effective working relationship with partners of different nationalities and cultural backgrounds;

Terms and conditions

The post is at grade D-1 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar

How to apply

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to:

Chief, Recruitment and Staffing Section, Bureau of Human Resources Management,
UNESCO, 7 Place de Fontenoy, 75352 Paris 07 SP, France.

Applications should reach UNESCO before 24 August 2008. Please quote post number "IEP-878".

An assessment centre may be used in the recruitment process for this post.

THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.

Programme execution

His/her responsibilities also include carrying out approved research related to the incumbent's professional academic specialization, conducting approved training, including in the Advanced Training Programme (ATP), related to the incumbent's specialization, proposing to the Director means to extend IIEP's partnerships and, upon approval, negotiating and implementing cooperative ventures and advising the Director on advocacy messages for IIEP's partners and constituents.

The incumbent will also be responsible for advising the Director on matters of staff development, supervising the implementation of initiatives in this domain, and assisting with personnel management as desired, seeking financial resources for IIEP, and ensuring the smooth operation of the annual Partners' Day and associated activities, representing the Director during his/her absence on mission or on leave and carrying out any other related duties which the Director may assign from time to time.

- Thorough knowledge of the theory and practical application of the techniques used in planning and the social sciences.
- Demonstrated ability to work with professional and clerical staff of different nationalities and of varying cultural backgrounds.
- Familiarity with and competence in the use of micro-computers is essential for research, management and administration. Software for general and specialized application are used for data collection, processing and analysis, and training.
- Excellent knowledge of English and/or French, and good knowledge of the other language.

- Capacity to provide intellectual leadership to guide staff and motivate teams in a multicultural environment and ensure continuous training and development of staff;
- Ability to communicate effectively and persuasively, both orally and in writing;
- Possession of organizational skills, including ability to establish and implement plans and priorities effectively.

exchange rate, totals approximately US \$146,300 (without dependants) or US \$158,300 (with dependants) per annum, exempt from taxation. In addition, an international benefits package is offered.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.