

14 MARS 2023

Ref.: CL/4422

Subject: **Director (D-1)**
UNESCO Multisectoral Regional Office in Nairobi (Kenya) and
UNESCO Representative to Kenya, Comoros, Djibouti, Eritrea,
Madagascar, Mauritius, Rwanda, Seychelles, Somalia and Uganda
6KEPAX0001RP

Sir/Madam,

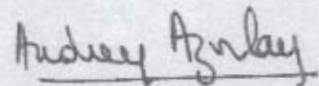
I have the honour to inform you that the vacancy notice for the post of Director of the UNESCO Multisectoral Regional Office in Nairobi (Kenya) and UNESCO Representative to Kenya, Comoros, Djibouti, Eritrea, Madagascar, Mauritius, Rwanda, Seychelles, Somalia and Uganda has been advertised.

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.

To this end, and with a view to identifying outstanding candidates for this post, I count on your cooperation to disseminate the enclosed vacancy announcement to nationals of your country.

Candidates should apply online, via the dedicated UNESCO website, *Careers*, as soon as possible and before **28 April 2023** at the latest. Any queries may be addressed to staffingteam@unesco.org.

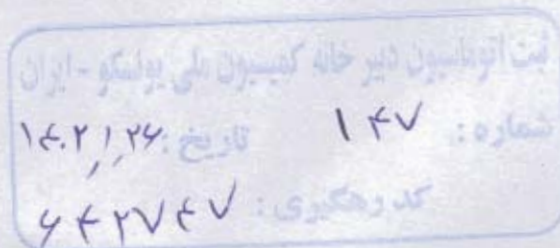
Please accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Post Title: DIRECTOR, UNESCO MULTISECTORAL REGIONAL OFFICE IN NAIROBI AND UNESCO REPRESENTATIVE TO KENYA, COMOROS, DJIBOUTI, ERITREA, MADAGASCAR, MAURITIUS, RWANDA, SEYCHELLES, SOMALIA AND UGANDA

Post Number: 6KEPAX0001RP

Grade: D-1

Parent Sector: Priority Africa and External Relations

Duty Station: Nairobi (Kenya)

Job Family: External Relations

Type of contract: Fixed-Term

Duration of contract: 2 years renewal

Recruitment open to: Internal and external candidates

Application Deadline (*midnight, Paris time*): **28 April 2023**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General, the direct supervision of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX), in close consultation with the Assistant Directors-General of the five programme sectors, and with the Directors of the other UNESCO Regional Multisectoral Offices in Africa for project planning, implementation, evaluation and reporting, the incumbent will act as the Director of the UNESCO Multisectoral Regional Office for East Africa in Nairobi and UNESCO Representative in Kenya, Comoros, Djibouti, Eritrea, Madagascar, Mauritius, Rwanda, Seychelles, Somalia and Uganda.

The incumbent will work within the framework of UNESCO's Medium-Term Strategies (C/4s), approved Programmes and Budgets (C/5s), the Operational Strategy for the Implementation of Priority Africa and the Priority Gender Equality Action Plan as well as within the framework of international agreed development agendas as Agenda 2030 and Agenda 2063, in particular as regards to their regional and sub-regional dimensions.

The incumbent will supervise the Heads of UNESCO National Offices in Addis Ababa (Ethiopia), Dar es-Salaam (United Republic of Tanzania), Juba (South Sudan).

The core result, for which the incumbent will be responsible, is the positioning of UNESCO as a trusted development partner in the countries covered by the Office (Kenya, Comoros, Djibouti, Eritrea, Ethiopia, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, South Sudan, Uganda, United Republic of Tanzania) promoting integrated sub-regional approaches. Other results are the establishment and implementation of the multidisciplinary programme of the Office in close cooperation with the wider United Nations system; the effective and efficient management of the Office's operations, resources, premises and assets; and the establishment and implementation of robust external relations and partnerships, including with the Intergovernmental Authority on Development (IGAD) and the Indian Ocean Commission (IOC).

Moreover, the incumbent will participate, or ensure participation of the Office, in the activities of the United Nations at the national level in Kenya and in countries covered by the Office as well as at the regional level.

COMPETENCIES (Core/Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)

Building partnerships (M)
Driving and managing change (M)
Strategic thinking (M)
Making quality decisions (M)
Managing performance (M)
Leading and empowering others (M)

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, public or business administration or international relations, or related field.

Work Experience

- At least fifteen (15) years of progressive professional experience at the appropriate management level within the United Nations system, other international, national or private sector institutions, including a wide experience in diplomatic work or development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Demonstrated experience in advocacy and resources mobilization.

- Proven partnership experience with successful implementation of partners at global, local and community levels
- Professional experience in the field of education, sciences, culture, social sciences or communication.

Skills and 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.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and projects, financial and human resources, as well as to exercise appropriate supervision and control.
- 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 with sensitivity and respect for diversity, as well as exercise supervision and control and ensure continuous training and development of staff.
- Ability to identify key strategic issues, objectives, opportunities, and risks.
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Ability to communicate effectively and persuasively, both orally and in writing; demonstrated ability to interact with a wide range of high-level partners.

Languages

- Excellent knowledge 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

- Courses/degree/training in a management-related field.

Work Experience

- Experience in the field of international relations and diplomacy, multilateral cooperation, development.

Skills and Competencies

- Broad general culture, good geopolitical knowledge of the region and 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.
- Good knowledge of the United Nations system.

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 \$147,265.

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 January 2023**

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

**Representation
above range****Representation
within range****Representation
below range****Not represented**

Netherlands
Niger
Pakistan
Palestine
Paraguay
Philippines
Poland
Portugal
Republic of Korea
Republic of Moldova
Romania
Russian Federation
Saint Kitts and Nevis
Saint Lucia
Seychelles
Sierra Leone
Slovenia
Somalia
Sri Lanka
Sudan
Sweden
Syrian Arab Republic
Togo
Uganda
United Kingdom of Great
 Britain and Northern
 Ireland
United Republic of
 Tanzania
Uruguay
Uzbekistan
Viet Nam
Zambia
Zimbabwe

Tajikistan
Thailand
Trinidad and Tobago
Türkiye
Turkmenistan
Venezuela (Bolivarian
 Republic of)
Yemen