

15 MARS 2023

Ref.: CL/4424

Subject: **Director**
Bureau of Human Resources Management (D-2) Sector for
Administration and Management
Paris, France
HRM 237

Sir/Madam,

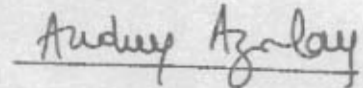
I have the honour to inform you that the vacancy notice for the post of Director of the Bureau of Human Resources Management, at UNESCO Headquarters (Paris, France) has been advertised.

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.

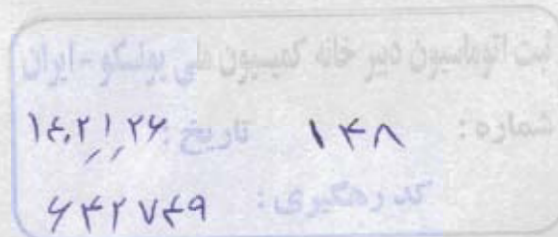
Please accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO





United Nations
Educational, Scientific and
Cultural Organization

Post Title: DIRECTOR, BUREAU OF HUMAN RESOURCES
MANAGEMENT

Post Number: HRM 237

Grade: D-2

Parent Sector: Sector for Administration and Management

Duty Station: Paris, France

Job Family: Administration

Type of contract: Fixed-Term

Duration of contract: 2 years, renewable

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 direct supervision of the Assistant Director-General of the Sector for Administration and Management (ADG/ADM), the Director of the Bureau of Human Resources Management (DIR/HRM), is responsible for providing strategic leadership and advice on the full range of human resources matters and for leading the conception and the implementation of the Human Resource Strategy for 2023-2027. Providing vision and strategies for the creation and maintenance of a dynamic workforce, the Director plays a primary role for ensuring UNESCO's continuing capacity to deliver on its mandate. The Director acts as driver for change, leading and supporting the Organization's reform initiatives, particularly pertaining to improving human resources management, and visionary manager of a team of human resources professionals. Motivating and providing an empowered environment for innovation and high-quality service, the Director ensures the provision of a comprehensive and integrated service which positions the Organization to optimally develop and deploy its human assets. The Director promotes a keen appreciation by management and staff of the critical importance of human resources management as central to the overall performance of the Organization.

Under the general authority of UNESCO's Director-General, the Director shall:

- Direct the delivery of a talent management framework from workforce planning through recruitment, learning and development, and performance management and other human resources management services ensuring integration and synergy for effectiveness and efficiency;
- Drive change and reform initiatives ensuring that HRM serves as an enabler and trusted partner for organizational change, and ensure effective implementation of the Human Resource Strategy;
- Ensure the provision of critical business intelligence to senior management on overall workforce trends and emerging issues to position the Organization to proactively anticipate, plan and meet workforce needs as these arise;
- Advocate and build awareness within UNESCO of the strategic importance of human resources management to the performance of the Organization. Embracing the nurturing and guiding of the development of staff including providing meaningful options addressing work/life balance issues, achieving gender equity and the leveraging of diversity as a comparative advantage;
- Support the evolution of a modern and dynamic international civil service through active contribution within the United Nations common system on human resources reform;
- Empower a peer community of human resources specialists to excel in programme delivery in the service of the Organization;
- Represent the Director-General in joint staff-management meetings as well as in the various United Nations and fora including the International Civil Service Commission (ICSC), the HR Network and, as appropriate, the High-Level Committee on Management (HLCM).

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) in human resources, public or business administration or management, law, social or human sciences or other related fields.

Work Experience

- A minimum of 15 years of progressively responsible professional experience at the national or international level in human resources, public or business administration, or a related field, of which a significant part at managerial level.
- Experience in leading change-related projects or programmes.

Skills and Competencies

- Knowledge of, and commitment to, the Organization's mandate and vision.
- Strong managerial and leadership skills combined with demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex human resources issues.
- Proven ability to motivate, administer and manage a large body of staff working in diverse human resources functions.
- Thorough understanding and hands-on experience in human resources management and a sound knowledge of HR theory and general management concepts.
- Excellent judgment and decision-making abilities including strong analytical and negotiation skills.
- High sense of professional integrity and political sensitivity; demonstrated ability to interact with a wide range of high-level partners.
- Excellent interpersonal skills including demonstrated ability to work in a multicultural environment whilst maintaining a high sense of objectivity and impartiality as well as sensitivity and respect for gender equality and diversity issues.

Languages

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

DESIRABLE QUALIFICATIONS

Education

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

Work experience

- Senior-level assignments at the international level and/or within the United Nations system or similar International Organizations.
- Knowledge of the United Nations Common System.
- Professional experience gained in multicultural working environments.

Skills and Competencies

- Proven ability to build collaborative partnerships and networks.

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 \$178,500.

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	Iraq	Nauru
	Georgia	Ireland	Niue
	Germany	Kazakhstan	Palau
	Guinea	Latvia	Panama
	Honduras	Liberia	Peru
	Hungary	Madagascar	Qatar
	Iran (Islamic Republic of)	Malawi	Saint Vincent and the Grenadines
	Jamaica	Montenegro	Samoa
	Japan	Myanmar	San Marino
	Jordan	New Zealand	Solomon Islands
	Kyrgyzstan	Nicaragua	South Sudan
	Lao People's Democratic Republic	Nigeria	Suriname
	Libya	North Macedonia	Timor-Leste
	Lithuania	Norway	Tonga
	Luxembourg	Oman	Tuvalu
	Malaysia	Papua New Guinea	United Arab Emirates
	Mali	Rwanda	Vanuatu
	Mauritania	Sao Tome and Principe	
	Mauritius	Saudi Arabia	
	Mongolia	Serbia	
	Mozambique	Singapore	
	Namibia	Slovakia	
	Netherlands	Switzerland	
		Tajikistan	

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

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

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