

Title:	DIRECTOR, UNESCO INTERNATIONAL BUREAU OF EDUCATION (IBE)
Domain:	Education
Post Number:	1CHED0039IB
Grade:	D-2
Organizational Unit:	Education Sector
Primary Location:	Geneva, Switzerland
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term (2 year contract – maximum duration 6 years)
Annual salary:	US \$214,505
Deadline (midnight, Paris time):	10 May 2014

OVERVIEW OF THE FUNCTIONS OF THE POST

The International Bureau of Education (IBE) is the UNESCO institute specializing in the content, methods, policies and processes of curriculum and curriculum related-issues. It is an integral part of the Organization and, under its Statutes, enjoys “great intellectual and functional autonomy” under the responsibility of its Council. The IBE has three main fields of action: capacity-building and technical support for curriculum development in Member States; management of data banks, analysis of trends and dissemination of new knowledge; and, promotion and renewal of the policy dialogue on curriculum and curriculum-related issues, internationally and within Member States.

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General for Education, as well as within the powers delegated to him or her, the incumbent provides intellectual leadership and strategic vision to IBE’s programme and staff. The incumbent proposes to the Council of the IBE, for its approval, a draft eight-year Medium-Term Plan, as well as an annual draft programme and budget. In close cooperation with the appropriate units of the Secretariat at Headquarters and in the field, the incumbent ensures that the IBE contributes fully to the achievement of UNESCO’s objectives.

Guided by the policies established by the Council of IBE for the Institute’s programme and budget, and under the authority of and within the powers delegated by the UNESCO Director-General, the incumbent is responsible for administering the IBE and for planning, executing and reporting on its programme. The incumbent’s responsibilities also include human resource planning, recruitment and performance management, in order to develop motivated and effective teams with appropriate competencies to achieve IBE’s objectives; resource mobilization; and, acting as the external advocate for IBE, liaising with financial partners and ministries of education, as well as with the IBE’s stakeholders.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree, preferably at the Doctorate level or equivalent, in Education and/or the Social Sciences.

WORK EXPERIENCE

- At least 15 years of high-level relevant experience in administering and organizing education research and training programmes, as well as in analysing education and international cooperation policies, including exposure at national and/or international level in senior executive positions.
- Thorough knowledge of national education systems, if possible in several regions of the world, particularly those in developing countries.

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.

SKILLS/COMPETENCIES

- Commitment to the Organization's, as well as the Institute's, mandate, vision and strategic direction, as well as their priorities.
- Proven leadership and managerial skills, a broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Ability to direct change processes at the management level, and familiarity with the administration of an institution accountable to governing bodies.
- Capacity to grasp global trends and developments, as well as to adapt and re-orient strategies accordingly, in an innovative and creative manner.
- Ability to define a clear strategy and manage an ambitious programme.
- Confirmed ability to identify emerging educational trends and needs enabling the incumbent to help explore new forms of action and mobilize resources from funding agencies in an entrepreneurial spirit, as well as in support of institutional development.
- Ability for strategic planning and management, as well as demonstrated ability to translate strategy into priorities and action, and effectively plan, mobilize and manage resources to deliver results.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment, as well as to ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational skills.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French) and working knowledge of the second one. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time frame.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other degrees or short- to medium-term training in disciplines relevant to the post would be an advantage.

WORK EXPERIENCE

- Experience in donor relations.
- Experience within national education authorities.
- A proven record of senior management and professional experience at the international and intergovernmental levels.

SKILLS/COMPETENCIES

- Strong global professional network.
- Sound judgement and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Ability to interact with a wide range of high-level partners, as well as demonstrated partnership development and fundraising experience.

LANGUAGES

- A working knowledge of another official United Nations language (Arabic, Chinese, Russian or Spanish) would be an asset.

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 no-smoking Organization.

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