



United Nations  
Educational, Scientific and  
Cultural Organization

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05 MARS 2020

สำนักงานปลัดกระทรวงศึกษาธิการ	
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เลขที่	
สำนักงานปลัดกระทรวงศึกษาธิการ	

Ref.: CL/4310

Subject: **Director, Division for Gender Equality**  
**Paris, France**  
**ODG-070**

Sir/Madam,

The vacancy notice for the post of Director, Division for Gender Equality, at UNESCO Headquarters (Paris, France) has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage appropriate and qualified candidates to apply.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, *Careers*, as soon as possible and before the closing date, and ensure that their applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be correctly submitted by **5 April 2020** at the latest. For any queries, an email may be sent to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

Exceptionally, candidates without access to Internet shall submit their application, quoting the post number: "**ODG-070**", to the following address:

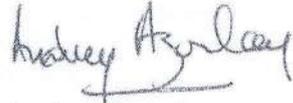
Director  
Bureau of Human Resources Management (HRM)  
UNESCO  
7 place de Fontenoy  
75352 Paris 07-SP  
France

*Handwritten signature*

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment of all applications received.

In order to have an outstanding candidate fill this post, I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate.

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



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**Post Title:** DIRECTOR, DIVISION FOR GENDER EQUALITY  
**Post Number:** ODG 070  
**Grade:** D-2  
**Parent Sector:** Office of the Director-General  
**Duty Station:** Paris, France  
**Job Family:** Programme Coordination  
**Type of contract:** Fixed-Term  
**Duration of contract:** 2 years  
**Recruitment open to:** Internal and external candidates  
**Application Deadline (midnight, Paris time):** 5 April 2020

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

#### OVERVIEW OF THE FUNCTIONS OF THE POST

*UNESCO has always been at the forefront of efforts to support women's rights, women's empowerment and gender equality and made its greatest commitment thus far to the achievement of gender equality by designating Gender Equality as one of two Global Priorities for the 2008-2013 Medium-Term Strategy period (which was maintained for the next Medium-Term Strategy from 2014-2021).*

*UNESCO's vision of gender equality is in line with relevant international instruments such as the Convention on the Elimination of all Forms of Violence against Women (CEDAW) and the Beijing Declaration and Platform for Action (1995). Gender equality is central to UNESCO's overarching objectives of peace and sustainable development. UNESCO has a unique role to play in this area as the agency with five distinct Major Programmes, each with a specific mandate, which can work together to promote gender equality in a holistic manner and thus make an original contribution to development outcomes in terms of gender equality.*

The Division of Gender Equality builds individual and organizational capacity for gender transformative programmes as well as an enabling environment for gender equality through mandatory gender equality training. The Division is also responsible for raising awareness on the intersectionality of gender in all areas of society and on gender equality issues at large.

Leading the Division for Gender Equality, the Director serves as the main advisor to the Organization on the strategic and policy issues in the area of gender equality. As a member of the Strategic Management Board of the Organization, the Director provides intellectual, strategic and operational leadership for the promotion of gender equality in all UNESCO programmes and initiatives. S/he manages the Division as well as the Gender Focal Point Networks in Headquarters and in the Field Offices/Institutes.

Under the general authority of the Director-General of UNESCO, the incumbent acts as the focal point for UNESCO's Priority Gender Equality and shall, specifically:

- Exercise leadership in providing vision/strategic planning and in establishing priorities for UNESCO's policies and programming in support of gender equality, women's rights and women's empowerment, including the drafting and implementation of UNESCO Priority Gender Equality Action Plans, in all UNESCO domains of competence (in accordance with UNESCO's Governing Body decisions and the Director-General's directives);
- Report to the Director-General on critical issues and provide advice to the Director-General and the Strategic Management Board on emerging issues/trends in relation to gender equality in UNESCO domains;
- Assess the overall programme performance and results in the implementation of Priority Gender Equality;
- Represent the Organization within the United Nations system, including other international organizations and multi-lateral lending agencies, and with the Member States with a view to promoting UNESCO's positions/messages regarding gender equality;
- Monitor gender balance in the Secretariat, in cooperation with UNESCO's Bureau of Human Resources Management (HRM);

#### COMPETENCIES (Core/Managerial)

Communication (C)	Making quality decisions (M)
Accountability (C)	Driving and managing change (M)
Innovation (C)	Building partnerships (M)
Knowledge sharing and continuous improvement (C)	Leading and empowering others (M)
Planning and organizing (C)	Strategic thinking (M)
Results focus (C)	Managing performance (M)
Teamwork (C)	

## REQUIRED QUALIFICATIONS

### Education

- Advanced university degree (Master's degree) in gender/women's studies, development studies, programme management, human rights, public or business administration or other related fields

### Work Experience

- A minimum of 15 years of relevant international professional experience in the field of gender equality and/or women's empowerment related disciplines, at a managerial level, at national and international level.
- Experience in gender mainstreaming at different levels – within government institutions, international organizations, international non-governmental organizations and in design/implementation/monitoring/evaluation of initiatives focusing on gender equality and women's empowerment.
- Experience in the development, planning, implementation, monitoring and reporting of gender transformative programmes and projects.
- Demonstrated leadership in professional networks.

### Skills/Competencies

- Commitment to the Organization's mandate, vision and priorities.
- Ability to exercise intellectual authority, as well as provide and manage advisory services.
- High sense of professional integrity, objectivity, strong analytical capabilities, diplomacy and political astuteness.
- Strategic and leadership skills in a multilateral setting with the ability to establish and maintain effective and constructive working relations in a highly political environment with people of different national and cultural backgrounds.
- Strong sense of impartiality and objectivity and positive attitude towards the Organization and its goals.
- Highly developed analytical and communication skills and the ability to quickly grasp complex issues and produce solutions.
- Excellent communication skills with strong representational abilities.

### Languages

- Excellent knowledge of English or French, with excellent drafting skills, and good working knowledge of the other.

## DESIRABLE QUALIFICATIONS

### Education

- Other degrees or short- to medium-term training in disciplines relevant to the post (i.e. project/programme management certification).

### Work Experience

- Senior-level assignments at the international level and/or within the United Nations system.
- Proven ability to function effectively at the highest governmental levels, and to build collaborative partnerships and networks.
- Professional experience gained in multicultural working environments.

### Skills/Competencies

- Knowledge of the Organization and its methods of work.
- Knowledge of the United Nations system and/or other international organizations/institutions.
- Knowledge of United Nations intergovernmental processes including those related to women's empowerment, gender mainstreaming and gender equality.
- Sound knowledge of international standards on human rights, women's rights and related instruments.
- Ability to identify efficiencies and address operational challenges in processes through innovative methods and solutions.

### Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian, Spanish).

## ASSESSMENT

Evaluation of qualified applicants may include an assessment exercise and a competency-based interview.

## 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.

For more information in benefits and entitlements, please consult [ICSC website](#) and [UNESCO's career website](#).

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women 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 applies a zero tolerance policy against all forms of harassment.*

**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 2020**

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

Paraguay	Serbia
Philippines	Sierra Leone
Portugal	Singapore
Republic of Moldova	Slovakia
Saint Kitts and Nevis	Slovenia
Saint Lucia	Somalia
Seychelles	Switzerland
Sudan	Thailand
Sweden	Turkey
Syrian Arab Republic	Turkmenistan
Togo	United Republic of
Trinidad and Tobago	Tanzania
Uganda	Uruguay
Ukraine	Venezuela (Bolivarian
United Kingdom of Great	Republic of)
Britain and Northern	Yemen
Ireland	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	