



United Nations
Educational, Scientific and
Cultural Organization

COPY FOR INFORMATION

25 FEB. 2020

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Subject: **Director, Internal Oversight Service**
Paris, France
IOS-001

สำนักความลับคดีต่างประเทศ
เลขที่ 92
วันที่ 11 มี.ค. 2563
เวลา 11.12
สำนักงานปลัดกระทรวงศึกษาธิการ

Sir/Madam,

The vacancy notice for the post of Director, Internal Oversight Service, at UNESCO's 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 **27 March 2020** at the latest. For any queries, an email may be sent to staffingteam@unesco.org.

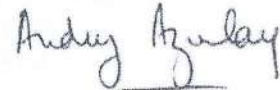
Exceptionally, candidates without access to Internet shall submit their application, quoting the post number: "**IOS 001**", to the following address:

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

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to 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, Internal Oversight Service**
 Post Number: IOS 001
 Grade: D-2
 Parent Sector: Office of Internal Oversight Service
 Duty Station: Paris, France
 Job Family: Management/Audit/Oversight
 Type of contract: Fixed-Term
 Duration of contract: 6 years – Fixed-Term appointment, non-renewable
 Recruitment open to: Internal and external candidates
 Application Deadline (*midnight, Paris time*): **24 March 2020**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Overview of the functions of the post

The Director of Internal Oversight Service (IOS) assists the Organization in accomplishing its objectives by bringing a systematic and disciplined approach to evaluation, internal audit and investigation with the aim of improving organizational effectiveness as well as the effectiveness of risk management, internal control and governance. The Office of Internal Oversight Service provides the Director-General with an independent and objective assurance and advisory activity designed to add value and improve the Organization's operations, performance and results. The incumbent reports directly to the Director-General.

Specifically, with a view to assessing the organizational performance, effectiveness and integrity of UNESCO, the incumbent will be responsible for:

- Ensuring that the work of IOS conforms to generally accepted international auditing, investigation and evaluation standards and best practices, within the scope of the UNESCO Internal Oversight Mandate, and developing internal methodology, tools and techniques to ensure excellence in the conduct of the Service's work;
- Contributing to the development of strategies for safeguarding and protecting the Organization's interests in pursuit of its goals and objectives; assisting in discharging the Director-General's duties, including the provision of impartial, objective and sound advice;
- Preparing an annual, risk and priority based oversight work plan, which will deliver the services and outputs required by the UNESCO Internal Oversight Charter and the UNESCO Evaluation Policy; overseeing implementation of the work plan and ensuring outputs are within time, cost and quality standards;
- Overseeing an internal audit portfolio that focuses on key risks and opportunities to strengthen the Organization's governance, risk management, internal controls and value-for-money, using modern internal audit practices in accordance with professional standards;
- Guiding independent evaluations in order to improve the relevance, impact, effectiveness, efficiency, sustainability, coherence and performance of UNESCO programmes and projects;
- Leading an investigation function which examines cases of alleged fraud, misconduct, malfeasance, mismanagement, waste of resources, or other violations of the Organization's code of conduct and regulatory framework;
- Keeping abreast of issues of major strategic and operational importance to the work of UNESCO and ensuring these inform the work of the service; and
- Creating a positive working environment, providing guidance to the staff of IOS and helping them to meet their full potential.

The Director IOS ensures that the endeavours of the Service to promote accountability and professionalism and to foster a culture of learning and improvement are adhered to. The incumbent submits an IOS annual report, through the Director-General, to the UNESCO Governing Bodies.

COMPETENCIES (Core/Managerial)

Communication (C)
 Accountability (C)
 Innovation (C)
 Knowledge sharing and continuous improvement (C)
 Planning and organizing (C)

For further information on the specific above-mentioned programmes, candidates may consult our website: <https://en.unesco.org/>, and/or the following documents: 37 C/4 (UNESCO's Medium-Term Strategy, 2014–2021) and 39 C/5 (UNESCO's Approved Programme and Budget for 2018–2019).

Results focus (C)
Teamwork (C)
Making quality decisions (M)
Driving and managing change (M)
Building partnerships (M)
Leading and empowering others (M)
Strategic thinking (M)
Managing performance (M)
Flexibility (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree) in public or business administration, evaluation, social sciences, development studies, auditing, law or a related field.
- Professional certification/certificates (e.g. CIA, CPA, CA, CFE, CISA, CGAP or similar) from an officially recognized oversight body or professional association.

WORK EXPERIENCE

- A minimum of 15 years of relevant international professional experience specifically in the programmatic and operational aspects of audit work, as well as evaluation, value for money assurance and internal investigations.
- Proven track record as a senior manager in audit/evaluation functions in an international organization or at a national public sector level, with a good knowledge of the latest methodologies, norms and standards and developments in the audit, evaluation, and investigation fields in the international community.
- Demonstrated leadership in professional networks (UNEG/UNRIAS/RIAS/UNRN, IIA or national evaluation societies).

SKILLS AND 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.
- Proven ability to integrate a gender perspective into tasks and activities.
- Strong sense of impartiality 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.

LANGUAGES

- Excellent knowledge of English or French, with good working level of the other.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in the United Nations system and/or other international organizations/Institutions.
- Demonstrated experience of management at the international level.

SKILLS AND COMPETENCIES

- Knowledge of the Organization and its methods of work.
- Ability to identify efficiencies and address operational challenges in processes through innovative methods and solutions.

LANGUAGES

- Working knowledge of other UNESCO languages would be an asset.

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**

Representation above range	Representation within range	Representation below range	Not represented
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	