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Educational, Scientific and
Cultural Organization

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Ref.: CL/4304

Subject: **Assistant Director-General for Social and Human Sciences (ADG)
Social and Human Sciences Sector
Paris, France
SHS-001**

Sir/Madam,

The vacancy notice for the post of Assistant Director-General for the Social and Human Sciences, 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 equality, 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 **15 February 2020** at the latest. For any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to Internet shall submit their application, quoting the post number: "**SHS-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 will 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.

A handwritten signature in black ink, appearing to read 'Audrey Azoulay', with a horizontal line underneath.

Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: ASSISTANT DIRECTOR-GENERAL FOR SOCIAL AND HUMAN SCIENCES
Domain: Social and Human Sciences
Post Number: SHS-001
Grade: ADG
Organizational Unit: Social and Human Sciences Sector
Primary Location: Paris, France
Type of contract: Fixed-Term
Deadline (midnight, Paris time): 15 February 2020

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director-General, the Assistant Director-General for the Social and Human Sciences is responsible for providing leadership and strategic vision for the Social and Human Sciences Sector in line with the Organization's current Medium-Term Strategy for 2014-2021, its global priorities Africa and gender equality, and the 2030 Agenda for Sustainable Development. To that effect, the Assistant Director-General for the Social and Human Sciences is responsible for the overall implementation of the Social and Human Sciences Major Programme, as approved by UNESCO's governing bodies. This comprises management, planning and coordination of UNESCO's strategy, programmes and plans of action for the Social and Human Sciences Sector, including transversal and interdisciplinary initiatives, as well as assistance in mobilizing extrabudgetary resources and establishing partnerships.

The Social and Human Sciences Sector's mission is to strengthen social and human sciences programmes and policies – nationally, regionally and globally – and to promote international cooperation to address the critical challenges of the Sustainable Development Goals (SDGs). The objective is to advance knowledge, standards and intellectual cooperation in order to address the complexity of social transformations, by promoting inclusive social development and intercultural dialogue in particular.

The approach taken will be through programmes related to social transformations (Management of Social Transformations – MOST), human rights, youth, sport, peacebuilding and social inclusion, as well as standard-setting and capacity-building work, in the fields of climate change, the environment, bioethics and the ethics of science and technology, as well as the ethics of artificial intelligence.

The Social and Human Sciences programme focuses on:

- strengthening social science policies, governance and the science-policy-society interface, with a view to achieving sustainable and inclusive social development through knowledge and capacity building;
- monitoring global trends and developments in the field of social and human sciences, as well as operating in an innovative, creative and multidisciplinary manner;
- promoting social science research and building institutional and human capacities in social and human sciences;
- empowering Member States to manage the ethical, legal, environmental and societal implications of cutting-edge science, emerging technologies and their applications;
- promoting the integration of a human rights-based approach in all of UNESCO's programmes and activities;
- supporting youth development and civic engagement;
- promoting intercultural dialogue;
- building multi-stakeholder public policies in the field of sports and anti-doping;
- strengthening the philosophy programme and the debate of ideas, as well as the General History of Africa, the Slave Route and Silk Roads programmes; and
- fostering international collaboration for social inclusion and equity through initiatives such as the International Coalition of Inclusive and Sustainable Cities (ICCAR).

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).

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

- Accountability
- Communication
- Teamwork
- Innovation
- Results focus
- Planning and organizing
- Knowledge sharing and continuous improvement.

Managerial Competencies

- Driving and managing change
- Strategic thinking
- Making quality decisions
- Building partnerships
- Leading and empowering others
- Managing performance.

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

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced University degree (Master's or equivalent) in a discipline related to the Social and Human Sciences.

WORK EXPERIENCE

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Social and Human Sciences Programme, including assignments at the regional and/or international levels.
- A minimum of 15 years' experience in international and intergovernmental cooperation, preferably within the United Nations system context.
- Extensive and relevant professional experience in scientific research and cooperation.
- Extensive and relevant professional experience in management of international development programmes, projects and processes including change management initiatives

SKILLS AND COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of the scientific research landscape.
- Sound knowledge of strategic planning and general management practices, including results-based management and budgeting principles, governance and accountability.
- Demonstrated ability to lead and direct change processes at the substantive and management levels.
- Excellent advocacy and communication skills with strong representational abilities.
- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and ability to mobilize resources and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Proven knowledge of gender-related issues in social and human sciences.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization.

LANGUAGES

- Excellent knowledge of and drafting skills in English and French

DESIRABLE QUALIFICATIONS

EDUCATION

- A PhD level degree in the social and human sciences or one of its sub-disciplines would be an asset.
- Other university degrees or short to medium-term training in disciplines relevant to the post would be an advantage.

WORK EXPERIENCE

- Awareness and knowledge of UNESCO's strategic objectives and of wider reform and initiative processes within the United Nations system, especially with regard to the 2030 Sustainable Development Goals.
- Experience in conducting complex negotiations diplomatically and tactfully in the overall interest of pursuing UNESCO's mandate and mission.

SKILLS AND COMPETENCIES

- Skills in administration and the management of financial and human resources.
- A solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

LANGUAGES

- Knowledge of other official UNESCO languages (Arabic, Chinese, Russian or Spanish).

ASSESSMENT

An assessment exercise may be used in the evaluation of candidates.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in United States 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 [ISCS website](#). Please note that UNESCO is a non-smoking Organization.

*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 30 November 2019**

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

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