

6 June 2024

Ref.: CL/4474

Subject: **Director (D-2)**
UNESCO International Bureau of Education (IBE)
Geneva, Switzerland
1CHED0039IB

Sir/Madam,

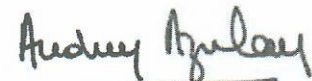
I have the honour to inform you that the vacancy notice for the post of Director of the UNESCO International Bureau of Education in Geneva (Switzerland) has been advertised.

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 **15 July 2024** 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

Post Title: DIRECTOR, UNESCO INTERNATIONAL BUREAU OF EDUCATION (IBE)
Post Number: 1CHED0039IB
Grade: D-2
Parent Sector: Education Sector
Duty Station: Geneva (Switzerland)
Job Family: Education
Type of contract: Fixed-Term (*maximum term of six (6) years*)
Duration of contract: 2 years, renewable
Recruitment open to: Internal and external candidates
Application Deadline (midnight, Paris time): 15 July 2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO, as the lead agency for Sustainable Development Goal 4 on Quality Education, is currently seeking a pro-active, visionary Director for the International Bureau of Education (IBE). The right candidate will be a seasoned leader, able to foster trust through an inclusive approach and inspire others.

The International Bureau of Education (IBE) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. IBE is mandated to become UNESCO's global focal point and platform for knowledge, dialogue, and cooperation on curriculum, contributing to UNESCO's work in education through a holistic, inter-sectoral, and forward-looking vision.

Guided by the Council of IBE and under the direct supervision of the Assistant Director-General for Education, the Director of IBE provides intellectual leadership and strategic vision to IBE's programme and staff. The incumbent is responsible for leadership of the Institute as well as for planning, implementing and reporting on its Programme and Budget. S/he will oversee the preparation of the Institute's annual Draft Programme and Budget for submission to the Council and upon approval, draw up a detailed plan of activities, direct their implementation, and report on progress and results.

Specifically, the incumbent shall:

- Provide intellectual, strategic and operational leadership for the Institute in the pursuit of its goals. Develop activities to strengthen cooperation in the area of capacity-building and technical support for the development of curricular frameworks in Member States, management of data banks, analyses of trends and dissemination of new knowledge, and promotion and renewal of the policy dialogue on curriculum-related issues, internationally.
- Lead the planning, execution and reporting of IBE's programme.
- 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.
- Manage and design operational mechanisms and/or action plans, required to support and ensure efficiency and effectiveness of the Institute's operations.
- Ensures close cooperation with UNESCO's Education Sector and other Sectors, field offices, UNESCO's specialized institutes, and services and units concerned.
- Oversee the resource mobilization for the Institute's programmes.
- Maintain a motivated and effective staff for the purpose of formulating, planning, implementing, monitoring and evaluating the programmes of the Institute.

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 or equivalent) in education, sciences or other related social science fields.

Work Experience

- Minimum 15 years of progressively responsible relevant professional experience in the field of education (including some experience in the field of Curriculum related matters) both at national and international level.

- Proven intellectual leadership experience in the field of Education and Development.
- Experience in developing and organizing education research and training programmes, as well as in analysing education and international cooperation policies.
- Experience in strategic planning, change management and leading teams.
- Experience in resources mobilization and partnership development.
- Strong global professional network.

Skills and Competencies

- Commitment to the Organization's mandate, vision and strategic direction, as well as to its priorities.
- Excellent knowledge of curriculum development and education policies at a global level and good understanding of global trends and developments in curriculum related issues.
- Proven leadership and managerial skills, a broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Demonstrated strategic planning and management abilities, including capacity to manage extensive programmes, financial resources and exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, as well as in implementing them effectively, and devising implementation strategies.
- Ability to direct change processes at the management level, and familiarity with the leadership of an institution accountable to governing bodies.
- Sound judgment and decision-making skills.
- Ability to engage in networking with diplomacy, tact and a sense of political astuteness.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate multidisciplinary teams in a multicultural environment, as well as ensure coaching and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.

Languages

- Excellent knowledge (written and spoken) of English or French and good working knowledge of the other.

DESIRABLE QUALIFICATIONS

Education

- A PhD in education, sciences or other related social science fields.
- Other degrees or short to medium-term training in disciplines relevant to the post.

Skills and Competencies

- Excellent interpersonal skills and ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Understanding of UNESCO's strategic direction and familiarity of UNESCO's operations.

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 \$224,356**.

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 March 2024**

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

Representation above range	Representation within range	Representation below range	Not represented
	Nicaragua	Trinidad and Tobago	
	Niger	Turkmenistan	
	Norway	United States of America	
	Pakistan	Venezuela (Bolivarian Republic of)	
	Paraguay	Yemen	
	Philippines		
	Poland		
	Portugal		
	Republic of Korea		
	Republic of Moldova		
	Romania		
	Russian Federation		
	Rwanda		
	Saint Kitts and Nevis		
	Saint Lucia		
	Sierra Leone		
	Slovenia		
	Somalia		
	Sri Lanka		
	State of Palestine		
	Sudan		
	Sweden		
	Switzerland		
	Syrian Arab Republic		
	Togo		
	Türkiye		
	Uganda		
	United Republic of Tanzania		
	Uruguay		
	Uzbekistan		
	Viet Nam		
	Zambia		
	Zimbabwe		