



# United Nations Educational, Scientific and Cultural Organization

## Director (D-1) Information Society Division Communication and Information Sector

### Main responsibilities

Under the authority of the Assistant Director-General for Communication and Information, the incumbent of the post will be responsible for the planning, implementation and evaluation of the strategy, regular programme activities and extrabudgetary projects of the Information Society Division in its pursuit to foster the development of policies, capacities and tools for universal access to information and knowledge for development taking into account *inter alia* the decision of the World Summit on the Information Society.

This will include providing intellectual, strategic and operational leadership of the Information Society Division; serving as the Secretary of the Intergovernmental Council for the Information for All Programme, ensuring the management of the staff of the Information Society Division and establishing appropriate

communication procedures, and information and knowledge management structures of the Information Society Division, including providing intellectual and strategic leadership for the development of the web services of the Communication and Information Sector.

The incumbent will work closely with Member States, United Nations agencies, regional and international intergovernmental and non-governmental organizations, universities, research centres, the private sector and other relevant institutions. He/she will also collaborate closely with UNESCO's Advisers for Communication and Information in its various Field Offices and with the Organization's other programme sectors to ensure consistent strategy and action regarding information and knowledge for development.

### Qualifications and experience

- Advanced university degree (preferably doctorate) in information science, communication or social science;
- Postgraduate training in information and knowledge management;
- Extensive professional experience (at least 15 years) in the fields covered by the Information Society Division at the international level;
- Recognized experience in leadership and proven ability in planning and managing international programmes in the fields covered by the Information Society Division (at least five years);

- Recognized experience to manage, lead and motivate a large and diversified body of staff in a multicultural environment (at least five years);
- Excellent command of written and spoken English or French – the two working languages of UNESCO's Secretariat – with excellent drafting ability in one of them, and a good command of the other language; knowledge of another official language (Arabic, Chinese, Russian or Spanish) would be an asset.

### Competencies

The successful candidate should have proven competency to:

- Lead and motivate teams in a multicultural environment;
- Communicate effectively and persuasively, orally and in writing;

- Participate effectively in high-level negotiations with internal and external partners;
- Establish plans and priorities and implement them effectively;
- Demonstrate a high degree of information literacy.

### Terms and conditions

The post is at grade D-1 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$143,300 (with dependants) or US \$132,480 (without dependants) per annum, exempt from taxation. In

addition, UNESCO offers an attractive benefits package, including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization.

### How to apply:

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to:

Chief, Recruitment and Staffing Section, Bureau of Human Resources Management,  
UNESCO, 7 Place de Fontenoy 75352 Paris 07-SP, France.

**Applications should reach UNESCO before 31 October 2006. Please quote post number "CI-335"**

**THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS**

**Applications from qualified women candidates are encouraged, as are applications from under- or non-represented Member States**