



<b>Post Title:</b>	Director, UNESCO International Institute for Education Planning (IIEP)
<b>Domain:</b>	Education
<b>Post Number:</b>	IEP 801
<b>Grade:</b>	D-2
<b>Organizational Unit:</b>	Education Sector
<b>Duty Station:</b>	Paris, France
<b>Type of contract:</b>	Fixed Term (Maximum term of six (6) years)
<b>Annual salary:</b>	Apprx. USD XXXXXX
<b>Deadline (midnight, Paris time):</b>	<b>30 October 2020</b>

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 Institute for Education Planning (IIEP)**. The right candidate will be a seasoned leader, able to foster trust through an inclusive approach and inspire others.

The International Institute for Educational Planning (IIEP) is an integral part of UNESCO's Education Sector, operating with institutional autonomy under the guidance of its Governing Board. IIEP promotes an integrated approach to capacity development, including training, research, and technical assistance in the areas of policy formulation, and educational planning and management in relation to economic and social development. IIEP also promotes new concepts and methods of educational policy analysis, planning and management; and disseminates, by various means, existing knowledge and experience gained in this domain.

Guided by the Institute's Governing Board and under the direct supervision of the Assistant Director-General for Education, the Director of IIEP provides intellectual leadership and strategic vision to IIEP's programme and staff. The incumbent is responsible for the 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 Governing Board 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 in the pursuit of the Institute's main goals. Develop activities to strengthen international cooperation in the area of educational development, technical assistance, educational policy formulation, education planning and management;
- Lead the planning, budgeting, execution and reporting of IIEP's programme;
- In close cooperation with the appropriate units of the Secretariat at Headquarters and in the Field Offices, ensure that the IIEP 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;
- Ensure close cooperation with UNESCO's Education Sector and other Sectors, field offices, UNESCO's specialized institutes, and services and units concerned;
- Oversee resource mobilization, budgets and risk analysis for the Institutes' programmes;
- Advocate for IIEP externally and create and maintain strategic partnerships to help finance and implement its programme;
- Maintain a motivated and effective staff for the purpose of formulating, planning, implementing, monitoring and evaluating the programmes of the Institute.

### COMPETENCIES (Core/Managerial)

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 education, social sciences or related fields.

### Work Experience

- Minimum 15 years of progressively responsible relevant professional experience in the field of education both at national and international level.
- Experience in the fields of educational development, technical assistance, educational policy formulation, education planning and management.
- Demonstrated experience in strategic planning, change management and leading teams.
- Experience in resource mobilization and the development of strategic partnerships.

### Skills/Competencies

- Commitment to the Organization's mandate, vision and priorities.
- Ability to lead change initiatives and change processes at the management level, and familiarity with the leadership of an institution accountable to governing bodies.
- Proven leadership and managerial skills, a broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Demonstrated strategic planning and management abilities, including capacity to manage extensive programmes and financial resources in cost-effective ways and to exercise appropriate supervision and control.
- Relevant research ability with identification of emerging educational needs to which an international research and training programme could make a substantial contribution, as well as with exploration of new avenues and patterns of action.
- Organizational skills, including in establishing plans and priorities, as well as in implementing them effectively, and devising implementation strategies that take account of and mitigate risks.
- Sound judgment and decision-making skills.
- 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 engage in networking with diplomacy, tact and a sense of political astuteness.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.
- Ability to identify key strategic issues, objectives, opportunities and risks.

### Languages

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

## DESIRABLE QUALIFICATIONS

### Education

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

### Work experience

- Experience of capacity development, including training of professionals and supporting government planning, policy and management units.
- Experience of applied education policy research.
- Experience in the field of international relations and diplomacy, multilateral cooperation and development.
- Experience working in an agile environment.
- Strong global professional network.

### Skills and competencies

- Understanding of UNESCO's strategic direction and familiarity with UNESCO's operations.
- Knowledge of agile working methodology.

### 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 US 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 [ICSC 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 31 August 2020**

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

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