

06 OCT. 2022

Ref.: CL/4405

Subject: **Director (D-2)**  
**UNESCO International Institute for Education Planning (IIEP)**  
**Paris, France**  
**IIEP 801**

Sir/Madam,

I have the honour of informing you that the vacancy notice for the post of Director, UNESCO International Institute for Education Planning (IIEP) Paris, France has been published.

Please find enclosed herewith further details on the post, including the required qualifications, experience and competencies.

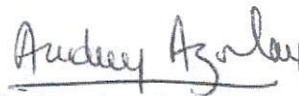
The Secretariat accords great importance to geographical distribution and gender balance in its staffing, particularly at senior level. We therefore encourage all qualified candidates to apply.

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 **10 November 2022** at the latest. Any queries may be addressed to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate, with a view to identifying outstanding candidates for this post.

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

To Ministers responsible for relations with UNESCO

**Post Title:** Director, UNESCO International Institute for Education Planning (IIEP)  
**Post Number:** IEP 801  
**Grade:** D-2  
**Parent Sector:** Education Sector  
**Duty Station:** Paris, France  
**Job family:** Education  
**Type of contract:** Fixed-Term  
**Duration of contract:** 2 years (Maximum term of six (6) years)  
**Recruitment open to:** Internal and external candidates  
**Deadline (midnight, Paris time):** **10 November 2022**

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 while taking active action for securing multi-year funding for the Institute;
- 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

- A minimum of 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.

### Languages

- Knowledge of other official UNESCO languages (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 \$169,706.

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 online 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 August 2022**

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

Niger	Slovakia
Pakistan	Somalia
Palestine	Switzerland
Paraguay	Thailand
Philippines	Trinidad and Tobago
Poland	Türkiye
Portugal	Turkmenistan
Republic of Moldova	Venezuela (Bolivarian Republic of)
Romania	Yemen
Russian Federation	
Saint Kitts and Nevis	
Saint Lucia	
Seychelles	
Slovenia	
Sudan	
Sweden	
Syrian Arab Republic	
Togo	
Ukraine	
United Kingdom of Great Britain and Northern Ireland	
United Republic of Tanzania	
Uruguay	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	