United Nations Educational, Scientific and Cultural Organization

Director/Deputy Executive Secretary (D-1)
Intergovernmental Oceanographic Commission (IOC)
(SC-300)

Act as the Deputy Executive Secretary of IOC managing daily secretariat functions, ensuring a coherent approach to programmes and their deliveries, and in this process allowing the ADG leeway to perform the representation function on behalf of IOC and in so doing become more strategic in his/her overall function.

Main responsibilities
Under the authority of the Assistant Director-General and Executive Secretary of the Intergovernmental Oceanographic Commission (ADG/IOC), the incumbent will:
- ensure the overall coordination of planning, execution and evaluation of the programmes of the IOC so that they can deliver expected results as laid down in the biennial programme and budget. In this position, the incumbent will be responsible for conducting regular meetings with Heads of Section and Units, as well as with other staff as required. Periodic analyses of the outcomes of missions will be conducted to garner strategic information and direction and brief the ADG of progress and impact in the field;
- be responsible for ensuring that responses to UNESCO and IOC governing bodies' requests are timely and pertinent. He/she will coordinate with IOC staff, contributing to the functions and objectives of UNESCO and its IOC in the framework of the approved UNESCO and IOC Medium-Term Strategies (C/4) and Biennial Programme and Budget (C/5);
- harmonize the training efforts of the global programmes of IOC, ensuring that they deliver sustainable results by structuring them along the approved principles of capacity-development of IOC and of the United Nations. In this function, it is mandatory to account for IOC contributions to UNDF/CAF processes and, in particular, initiatives of the One-UN effort;
- organize and run meetings of the principal Subsidiary Bodies of IOC, namely the Executive Council and the Assembly. The incumbent may also be called upon by the Executive Secretary to conduct/tend special events such as major conferences, meetings of the United Nations system and other international, governmental, intergovernmental and non-governmental organizations active in the field of oceanography and its governance;
- coordinate programme activities decentralized to the IOC sub-commissions, regional committees and field offices; act as focal point for promoting and tracking coordination and communication between Headquarters and regions; act as focal point for the major UNESCO priorities in Africa and gender equality;
- provide leadership for the mobilization of extrabudgetary resources and operational support to implement projects and activities undertaken jointly with external partners.

Qualifications and experience
- Ph.D. or equivalent in the field of ocean, natural, earth or applied sciences.
- Extensive scientific managerial experience in a reputed oceanographic, environmental research or applied research institution of which at least 7 years in a leadership position and at the highest levels.
- Previous working experience with organizations of the United Nations system would be an asset.
- Excellent command of written and spoken English or French and good command of the other language.
- Good command of a second official language of UNESCO.

Competencies
The successful candidate should be able to demonstrate the following competencies:
- strategic planning and management skills, experience in administering financial resources and exercising appropriate supervision and control;
- experience in providing intellectual leadership, in managing human resources and motivating teams in a multicultural environment, including ensuring training and development of staff;
- ability to lead and participate effectively in high-level negotiations;
- organizational skills, establishing plans and priorities and implementing them effectively.

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 $161,559 (with dependants) or US $149,332 (without dependants) per annum, exempt from taxation. In addition, an international benefits package is offered. 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 Classification Section, Bureau of Human Resources Management, UNESCO, 7 Place de Fontenoy, 75352 Paris 07-SP, France.

An Assessment Centre may be used in the recruitment process of this post.

Applications should reach UNESCO before 12 August 2010. Please quote post number "SC-300".

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