



**University Grants Commission
Ministry of Human Resource Development,
Govt. of India
Bahadurshah Zafar Marg,
New Delhi – 110 002**



NOTICE

F.No.193-1/2018 (IC)

September, 2018

Sub: UNESCO Post of Director of the International Institute for Higher Education in Latin America and the Caribbean (IESALC) in Caracas (Venezuela -reg.

Sir/ Madam,

Please find attached herewith a copy of the vacancy circular No. CL/4244 dated 31st August 2018 regarding UNESCO Post of Director of the International Institute for Higher Education in Latin America and the Caribbean (IESALC) in Caracas (Venezuela).

It is important to note that all applications must be correctly submitted by 30th September, 2018 at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

There is no financial liability on the part of UGC.

**(Mriganka Sekhar Sarma)
Education Officer**

Encl: as above

IC SECTION

Diary No. office 1113/2018

Date 09-09-2018

F.No. 9-1/2018-INC

Government of India

Ministry of Human Resource Development

Department of Higher Education

(INC Section)

Shastri Bhavan, New Delhi

Dated the 11th September, 2018

CM SECRETARIATE

DT NO 38499

DATE 14/9/18

156830

18/09/18

OFFICE MEMORANDUM

Subject:- UNESCO Post of Director of the International Institute for Higher Education in Latin America and the Caribbean (IESALC) in Caracas (Venezuela).

The undersigned is directed to forward herewith copy of the vacancy circular Nos. CL/4244 dated 31st August, 2018 received from the UNESCO Headquarter, Paris, France on the subject mentioned above.

2. The description of duties and responsibilities, as well as Educational Qualification and experience required for the post is enclosed.

3. It is requested that the vacancy circular alongwith details may kindly be upload on the website of University Grant Commission (UGC) for transmitting the offer to all concerned.

A.K. Gopal

(A.K. Gopal)

Under Secretary to the Govt. of India

Tel.: 23072112

Encl. As above.

1. University Grant Commission (UGC)
(Kind Attn.: Prof. D.P. Singh, Chairman)
Bahadurshah Zafar Marg,
New Delhi - 110002.

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JS (IC)
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Mrs. Shaba
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S.K.S.



United Nations
Educational, Scientific and
Cultural Organization

31/08/2018

Ref.: CL/4244

Subject: **Director (D-1)**
International Institute for Higher Education in Latin America and the Caribbean (IESALC)
Caracas, Venezuela
3VEED0001IH

Sir/Madam,

The post of Director of the International Institute for Higher Education in Latin America and the Caribbean (IESALC) in Caracas (Venezuela) is open for recruitment.

Please find herewith information on the duties with which the selected candidate will be entrusted, as well as on the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to fair geographical distribution and gender, especially at the senior level. We should be grateful therefore, if you would assist us in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

Candidates for this post should apply online, via the dedicated UNESCO website, Careers, as of now and well before the closing date, and ensure that applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

It is important to note that all applications must be correctly submitted by **30 September 2018** at the latest. Should you have any queries, please send an email to staffingteam@unesco.org.

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "3VEED0001IH", to the following address below:

Director
Bureau of Human Resources Management (HRM)
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

In order for us to continue to be equal to our mission, it is essential for us to have outstanding candidates to fill this post. I count on your cooperation to achieve this goal and invite you to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Accept, Sir/Madam, the assurances of my highest consideration.

Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



United Nations
Educational, Scientific and
Cultural Organization

Title: DIRECTOR, INTERNATIONAL INSTITUTE FOR HIGHER
EDUCATION IN LATIN AMERICA AND THE
CARIBBEAN (IESALC)

Domain: Education – Higher Education

Post Number: 3VEED00011H

Grade: D-1

Organizational Unit: Education Sector

Primary Location: Caracas, Venezuela

Recruitment open to: Internal and external candidates

Type of contract: Fixed-Term (2 year contract – maximum duration 6
years)

Annual salary: US 168,322

Deadline (midnight, Paris time): 30 September 2018

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO International Institute for Higher Education in Latin America and the Caribbean (IESALC) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. IESALC promotes an integrated approach to the development and renewal of higher education in Latin America and the Caribbean as well as consolidates the expansion and improves the relevance and quality of higher education systems in order to meet the region's present and future needs.

Under the authority of UNESCO's Director-General and the direct supervision of the Assistant Director-General for Education, the incumbent, in close collaboration with the UNESCO Offices in Latin America and the Caribbean, provides intellectual leadership and strategic vision to IESALC's regional programme and staff, ensuring that IESALC contributes fully to the achievement of UNESCO's objectives.

Guided by the general policies established by the Governing Board for the IESALC's programme and budget, the incumbent is responsible for administering the Institute and for planning, executing and reporting on its programme and budget. The incumbent will also ensure that IESALC fully contributes to the achievement of UNESCO's Education programme objectives in the context of implementation of the Goal 4 (Education) of the 2030 Sustainable Development Agenda. The incumbent's responsibilities also include human resource planning, recruitment and performance management, in order to develop motivated and effective teams with appropriate competencies to achieve IESALC's objectives; resource mobilization; and, acting as the external advocate for IESALC, liaising with financial partners and ministries of education, as well as with IESALC's other stakeholders. He/she will also maintain close cooperation with the national authorities, United Nations agencies, development banks, NGOs and bilateral organizations, with a view to implement, monitor and evaluate programmes in the area of higher education in the region, which is characterized by a middle-income countries' context. In close cooperation with the UNESCO Offices in Latin America and the Caribbean, the incumbent will develop activities to strengthen regional cooperation and fund-raising in the field, while collaborating with academic institutions, both public and private.

COMPETENCIES

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 the field of education, economics, social sciences or related areas.

WORK EXPERIENCE

- Minimum 15 years of relevant experience in the field of education or related areas of work, at national and international levels, backed by several years of experience in senior management positions.

SKILLS/COMPETENCIES

- Capacity to administer extensive programme, financial resources and exercise appropriate supervision and control.
- Experience in advocacy, ability to interact with a wide range of high-level partners and demonstrated experience in partnership development and resource mobilization.
- Proven experience and achievements in fundraising.
- Experience in administration and management of financial and human resources at senior level.
- Relevant research ability to identify emerging educational needs to which an international research and training programme could make a substantial contribution as well as exploring new avenues and patterns of action.
- Excellent understanding of the global trends of higher education systems in Latin America and the Caribbean.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate multidisciplinary teams in a multicultural environment as well as ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.

LANGUAGES

- Excellent knowledge (spoken and written) of English. Good working knowledge of Spanish.

DESIRABLE QUALIFICATIONS

EDUCATION

- A degree at Doctorate level or equivalent in the field of education.
- Other degrees or short- to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE

- A proven record of senior management and professional experience in establishments specializing in higher education, training institutions, science and technology and/or research.
- Experience in higher education.
- Experience within the United Nations system.

SKILLS/COMPETENCIES

- Strong global professional network.

LANGUAGES

- Knowledge of other official United Nations languages (Arabic, Chinese, French or Russian).

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 applies a zero tolerance policy against any form of harassment.

Please note that UNESCO is a non-smoking Organization.

**Representation of Member States in posts subject
to geographical distribution as at 1 June 2018**

Representation above range	Representation within range	Representation below range	Nil
Argentina	Afghanistan	Antigua and Barbuda	Andorra
Belgium	Albania	Bahamas	Angola
Benin	Algeria	Belarus	Armenia
Bulgaria	Australia	Belize	Bahrain
Cameroon	Austria	Bhutan	Barbados
Canada	Azerbaijan	Botswana	Brunei Darussalam
Denmark	Bangladesh	Brazil	Cabo Verde
Ethiopia	Bolivia (Plurinational State of)	China	Central African Republic
France	Bosnia and Herzegovina	Comoros	Chad
Gambia	Burkina Faso	Cook Islands	Dominican Republic
Greece	Burundi	Dominica	El Salvador
Italy	Cambodia	Egypt	Equatorial Guinea
Lebanon	Chile	Eritrea	Guatemala
Mexico	Colombia	Estonia	Guyana
Morocco	Congo	Fiji	Iceland
Nepal	Costa Rica	Gabon	Kiribati
Romania	Côte d'Ivoire	Georgia	Kuwait
Senegal	Croatia	Ghana	Lesotho
South Africa	Cuba	Grenada	Malta
Spain	Cyprus	Guinea	Marshall Islands
Tunisia	Czechia	Guinea-Bissau	Micronesia (Federated States of)
United Kingdom of Great Britain and Northern Ireland	Democratic People's Republic of Korea	Haiti	Monaco
	Democratic Republic of the Congo	Indonesia	Nauru
	Djibouti	Iran (Islamic Republic of)	Niue
	Ecuador	Iraq	Palau
	Finland	Kazakhstan	Rwanda
	Germany	Kyrgyzstan	Saint Vincent and the Grenadines
	Honduras	Liberia	Samoa
	Hungary	Libya	Solomon Islands
	India	Luxembourg	Somalia
	Ireland	Malawi	South Sudan
	Israel	Maldives	Sri Lanka
	Jamaica	Mauritania	Suriname
	Japan	Mongolia	Tajikistan
	Jordan	Montenegro	Timor-Leste
	Kenya	Myanmar	Tonga
	Lao People's Democratic Republic	Panama	Tuvalu
	Latvia	Papua New Guinea	United Arab Emirates
	Lithuania	Paraguay	Vanuatu
	Madagascar	Peru	
	Malaysia	Poland	
	Mali	Qatar	
	Mauritius	Russian Federation	
	Mozambique	San Marino	
	Namibia	Sao Tome and Principe	
	Netherlands	Saudi Arabia	
		Serbia	
		Sierra Leone	

**Representation
above range****Representation
within range****Representation
below range****NII**

	Niger	Slovenia	
	Nigeria	Sudan	
	Norway	Sweden	
	Oman	Switzerland	
	Pakistan	Thailand	
	Palestine	Turkey	
	Philippines	Turkmenistan	
	Portugal	United Republic of Tanzania	
	Republic of Korea	United States of America	
	Republic of Moldova	Uruguay	
	Saint Kitts and Nevis	Venezuela (Bolivarian Republic of)	
	Saint Lucia	Yemen	
	Seychelles		
	Syrian Arab Republic		
	The former Yugoslav Republic of Macedonia		
	Togo		
	Trinidad and Tobago		
	Uganda		
	Ukraine		
	Uzbekistan		
	Viet Nam		
	Zambia		
	Zimbabwe		