



وزارة التربية والتعليم

اللجنة الوطنية الأردنية للتربية والثقافة والعلوم

الرقم ١٦٤٨٩١٣/٦/٤٩
التاريخ ٢٩ جمادى الأولى ١٤٣٥
الموافق ٢٠١٤/٠٣/٣٠

معالي د. سعيد لبيب (مباكي) لبيب (علمي)
عطوفة
سعادة

الموضوع: وظيفة شاغرة في منظمة اليونسكو

السلام عليكم ورحمة الله وبركاته، وبعد؛

فأشير إلى كتاب مدير عام منظمة اليونسكو رقم (CL/4047) تاريخ ٢٠١٤/٣/١٠م، المرفق صورة عنه، المتعلق بالإعلان عن وظيفة مدير مكتب التربية الدولي لليونسكو (IBE) في جنيف/ سويسرا برتبة (D-2).

أرجو التلطف بالاطلاع والإيعاز لمن يلزم باتخاذ ما ترونه مناسباً بشأن تعميم هذه الوظيفة وفق الشروط والمعايير المرفقة، والإيعاز للراغبين بتقديم الطلبات مباشرة لمنظمة اليونسكو عن طريق الموقع الإلكتروني الآتي: (<http://www.unesco.org/careers>)، مع ضرورة إضافة الرمز (1CHED0039IB) عند تقديم الطلب، وفي حال وجود صعوبة في الدخول إلى الشبكة الإلكترونية، يمكنهم إرسال طلباتهم عبر البريد العادي على العنوان المذكور في المرفق، كما أرجو تزويد اللجنة الوطنية الأردنية بنسخة من ترشيحاتكم للوظيفة المذكورة أعلاه، علماً بأن آخر موعد لتقديم الطلبات ٢٠١٤/٥/١٠م.

واقبلوا الاحترام

رئيس اللجنة

وزير التربية والتعليم

الأستاذ الدكتور محمد الذنيبات

تلفون: ٥٦٨٤١٣٧ / ٥٦٨٣٨٧٤ - ٦ - ٥٦٨٤١٣٧ (فاكس) ص.ب: ١٦٤٦ عمان ١١١١٨ الأردن
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United Nations
Educational, Scientific and
Cultural Organization

10/03/2014

Ref.: CL/4047

Objet: **Director (D-2)**
UNESCO International Bureau of Education (IBE)
Geneva, Switzerland
1CHED0039IB

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the International Bureau of Education (IBE) in Geneva (Switzerland).

I enclose 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 geographical distribution and gender, especially at the senior level. I should be grateful, therefore, if you would assist me in achieving a more balanced geographical distribution, as well as an equitable representation of women, by encouraging appropriate and qualified candidates to apply.

I cannot overemphasize the importance I attach to having an outstanding candidate to fill this post, and count on your cooperation to achieve this goal through the dissemination of the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Candidates who wish to be considered for this post are strongly encouraged to apply online, via the dedicated UNESCO website, *Careers*, as soon as possible and well before the closing date.

It is important to note that all applications must be received by **10 May 2014** at the latest, and that they must quote the post number: "**1CHED0039IB**".

Candidates without easy access to the Internet may, exceptionally, send their application by regular mail to the following address:

Chief
Staffing, Benefits and Learning Section (HRM/SBL)
Bureau of Human Resources Management
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France

It is important that all applications, including those sent by post, meet the established deadline. All care should be taken to ensure that such candidatures reach UNESCO prior to the closing date.

Each candidate's application should contain a detailed curriculum vitae and the names of persons from whom professional references may be obtained. The curriculum vitae may be submitted in English or French, preferably on the official UNESCO curriculum vitae form, and should include the following information: date and place of birth; present nationality; gender; university education; present and previous posts held; fields of specialization; publications; knowledge of languages, in particular the degree of ability to write, speak and understand the required languages, as indicated in the attached Vacancy Notice.

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

Irina Bokova
Director-General

Encs: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title:	DIRECTOR, UNESCO INTERNATIONAL BUREAU OF EDUCATION (IBE)
Domain:	Education
Post Number:	1CHED0039IB
Grade:	D-2
Organizational Unit:	Education Sector
Primary Location:	Geneva, Switzerland
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term (2 year contract – maximum duration 6 years)
Annual salary:	US \$214,505
Deadline (midnight, Paris time):	10 May 2014

OVERVIEW OF THE FUNCTIONS OF THE POST

The International Bureau of Education (IBE) is the UNESCO institute specializing in the content, methods, policies and processes of curriculum and curriculum related-issues. It is an integral part of the Organization and, under its Statutes, enjoys “great intellectual and functional autonomy” under the responsibility of its Council. The IBE has three main fields of action: capacity-building and technical support for curriculum development in Member States; management of data banks, analysis of trends and dissemination of new knowledge; and, promotion and renewal of the policy dialogue on curriculum and curriculum-related issues, internationally and within Member States.

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General for Education, as well as within the powers delegated to him or her, the incumbent provides intellectual leadership and strategic vision to IBE’s programme and staff. The incumbent proposes to the Council of the IBE, for its approval, a draft eight-year Medium-Term Plan, as well as an annual draft programme and budget. In close cooperation with the appropriate units of the Secretariat at Headquarters and in the field, the incumbent ensures that the IBE contributes fully to the achievement of UNESCO’s objectives.

Guided by the policies established by the Council of IBE for the Institute’s programme and budget, and under the authority of and within the powers delegated by the UNESCO Director-General, the incumbent is responsible for administering the IBE and for planning, executing and reporting on its programme. 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 IBE’s objectives; resource mobilization; and, acting as the external advocate for IBE, liaising with financial partners and ministries of education, as well as with the IBE’s stakeholders.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree, preferably at the Doctorate level or equivalent, in Education and/or the Social Sciences.

WORK EXPERIENCE

- At least 15 years of high-level relevant experience in administering and organizing education research and training programmes, as well as in analysing education and international cooperation policies, including exposure at national and/or international level in senior executive positions.
- Thorough knowledge of national education systems, if possible in several regions of the world, particularly those in developing countries.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

SKILLS/COMPETENCIES

- Commitment to the Organization's, as well as the Institute's, mandate, vision and strategic direction, as well as their priorities.
- Proven leadership and managerial skills, a broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Ability to direct change processes at the management level, and familiarity with the administration of an institution accountable to governing bodies.
- Capacity to grasp global trends and developments, as well as to adapt and re-orient strategies accordingly, in an innovative and creative manner.
- Ability to define a clear strategy and manage an ambitious programme.
- Confirmed ability to identify emerging educational trends and needs enabling the incumbent to help explore new forms of action and mobilize resources from funding agencies in an entrepreneurial spirit, as well as in support of institutional development.
- Ability for strategic planning and management, as well as demonstrated ability to translate strategy into priorities and action, and effectively plan, mobilize and manage resources to deliver results.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment, as well as to ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational skills.

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French) and working knowledge of the second one. Training will be mandatory in order to acquire the required level of the second working language in a reasonable time frame.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other degrees or short- to medium-term training in disciplines relevant to the post would be an advantage.

WORK EXPERIENCE

- Experience in donor relations.
- Experience within national education authorities.
- A proven record of senior management and professional experience at the international and intergovernmental levels.

SKILLS/COMPETENCIES

- Strong global professional network.
- Sound judgement and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Ability to interact with a wide range of high-level partners, as well as demonstrated partnership development and fundraising experience.

LANGUAGES

- A working knowledge of another official United Nations language (Arabic, Chinese, Russian or Spanish) would be an asset.

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 no-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.