



**Title:** ASSISTANT DIRECTOR-GENERAL FOR CULTURE  
**Domain:** Culture  
**Post Number:** CLT 001  
**Grade:** ADG  
**Organizational Unit:** Culture Sector  
**Primary Location:** Paris, France  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Fixed-Term  
**Annual salary:** US \$199,405  
**Deadline (midnight, Paris time):** 15 January 2018

### OVERVIEW OF THE FUNCTIONS OF THE POST

The Culture Sector's mission is to promote the role of culture, heritage and creativity as an important enabler of sustainable economic and social development, a source of knowledge and resilience and a vector for dialogue and cooperation. The Culture Sector will also support Member States in their efforts to implement the six cultural conventions as platforms towards the implementation of the 2030 Agenda for Sustainable Development, and mitigate the impact of conflicts and natural disasters on culture.

Under the authority of the Director-General, the Assistant Director-General for Culture is responsible for providing leadership and for establishing a strategic vision for the Culture Sector. The Assistant Director-General for Culture also is responsible for the overall implementation of the Culture Major Programme, as approved by UNESCO's governing bodies. The incumbent will cooperate closely with other ADG in order to focus on transversal issues.

The Culture Programme will focus on:

- protecting, conserving, promoting and transmitting culture and heritage for dialogue and development;
- fostering creativity and the diversity of cultural expressions, as well as the safeguarding of intangible cultural heritage for sustainable development;
- mobilizing extrabudgetary resources and establishing partnerships with public and private entities to support the implementation of the Sector's overall programme;
- anticipating and developing new ideas and innovative activities in order to meet cultural challenges.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://www.unesco.org>, and/or the following documents: [37 C/4](#) (UNESCO's Medium-Term Strategy, 2014–2021) and [39 C/5](#) (Draft UNESCO's Programme and Budget for 2018–2019).

### REQUIRED QUALIFICATIONS

#### EDUCATION

- Advanced university degree (Masters or equivalent) in a discipline related to the field of culture.

#### WORK EXPERIENCE

- Extensive and relevant professional experience from senior leadership/executive positions in areas directly related to UNESCO's Culture Programme, including assignments at the regional and/or international levels.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations system context.

#### SKILLS/COMPETENCIES

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic directions and priorities.
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.

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.**

- Proven ability to interact effectively at the highest governmental levels, as well as with leaders of the private sector and NGOs, and to build collaborative partnerships and networks with and between a wide variety of stakeholders.
- Excellent communication skills with strong representational abilities.

**LANGUAGES**

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French).

## DESIRABLE QUALIFICATIONS

**EDUCATION**

- A Ph.D. level degree in the field of culture or one of its sub-disciplines would be an asset.

**WORK EXPERIENCE**

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system, especially with regard to the elaboration of the 2030 Agenda for Sustainable Development.

**SKILLS/COMPETENCIES**

- Skills in administration and the management of financial and human resources.
- Skills and knowledge should include a solid understanding of global operational risk.
- Experience in guiding staff and motivating teams in a culturally diverse environment.

**LANGUAGES**

- Working knowledge of the second language (English or French).
- Knowledge of other official UN languages (Arabic, Chinese, Russian or Spanish).

## 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 and 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.

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