

مذكرة داخلية

العدد: ص ب / ٧٤

التاريخ: / / ٢٠١٥



جمهورية العراق

وزارة التعليم العالي والبحث العلمي
دائرة البعثات والعلاقات الثقافية
قسم المنظمات الدولية والعربية

"ثورة العشرين رمز للتحدي على امتداد تاريخ العراق"

الجامعات كافة / السيد رئيس الجامعة المحترم
المجلس العراقي للاختصاصات الطبية / السيد رئيس المجلس المحترم

م/ وظيفة شاغرة (مدير المكتب الاقليمي وممثل اليونسكو في العراق)

السلام عليكم ورحمة الله وبركاته..

زودتنا وزارة التربية / اللجنة الوطنية العراقية للتربية والثقافة والعلوم بكتاب الممثلة الدائمة لجمهورية العراق لدى اليونسكو باريس ذي العدد ٢٠١٥/٤٣٢ في ٢٣/٦/٢٠١٥، المتضمن دعوة الدول الاعضاء لتقديم الترشيحات لشغل منصب مدير المكتب الاقليمي وممثل اليونسكو في العراق، راجين التفضل بترشيح المؤهلين لهذا المنصب ممن لديهم الخبرة في اختصاصات اليونسكو بحيث لا تقل خبرته عن عشرة اعوام من العمل في المنظمات الدولية او في ادارة المؤسسات الوطنية والعلاقات الدولية والدبلوماسية والتنمية والتعاون المشترك بالاضافة الى اجادة تامة للغة الانكليزية او الفرنسية والشروط الاخرى المذكورة في رسالة المدير العام لمنظمة اليونسكو المرفقة.

للتفضل بالاطلاع وتعميم الموضوع على كلياتكم وتشكيلاتكم وتسمية مرشحكم وفق الشروط والتفاصيل المذكورة واعلامنا خلال موعده لا يتجاوز يوم ٢٦/٧/٢٠١٥ مع مراعاة وضع المستمسكات المطلوبة على قرص (CD).

مع التقدير..

المرفقات:

كتاب الممثلة الدائمة لجمهورية العراق لدى اليونسكو مع مرفقاته

أ.م.د. صلاح هادي الفتلاوي

المدير العام لدائرة البعثات والعلاقات الثقافية وكالة

٢٠١٥/٧/٢٦

(١ - <)

٧/٤

نسخة منه إلى:

- مكتب معالي الوزير، للغرض المذكور أعلاه، مع التقدير.
- وزارة التربية / اللجنة الوطنية العراقية للتربية والثقافة والعلوم ، كتابكم ٢٩٦٩٩ في ٢٨/٦/٢٠١٥، مع التقدير.
- مكتب وكيل الوزارة للشؤون الإدارية، للغرض المذكور أعلاه، مع التقدير.
- مكتب وكيل الوزارة للشؤون العلمية والعلاقات الدولية، وللغرض المذكور أعلاه، مع التقدير.
- مكتب وكيل الوزارة لشؤون البحث العلمي، للغرض المذكور أعلاه، مع التقدير.
- مكاتب السادة المستشارين، للغرض المذكور أعلاه، مع التقدير.
- مكتب المفتش العام، للغرض المذكور أعلاه، مع التقدير.
- جهاز الإشراف والتقويم العلمي ، للغرض المذكور أعلاه، مع التقدير.
- سكرتارية هيئة الرأي ، للغرض المذكور أعلاه، مع التقدير.
- دوائر الوزارة وأقسامها كافة، للغرض المذكور أعلاه، مع التقدير.
- أقسام الدائرة كافة ، للغرض المذكور أعلاه، مع التقدير.
- قسم المعلوماتية، لنشر الموضوع في الموقع الإلكتروني للدائرة، مع التقدير.
- مكتب المدير العام/ المتابعة، للغرض المذكور أعلاه، مع التقدير.
- البريد الصادر.



United Nations
Educational, Scientific and
Cultural Organization

The Minister of Education
Baghdad
(Iraq)

11 JUIN 20115

Ref.: CL/4113

Subject: **Director (D-1)**
UNESCO Office for Iraq and
UNESCO Representative to Iraq
5IQBSP0001RP

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the UNESCO Office for Iraq and UNESCO Representative to Iraq.

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.

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible 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 **11 August 2015** 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: "5IQBSP0001RP", to the following address below:

Director a.i.
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.

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.

It is important that all applications meet the established deadline, thus all care should be taken to ensure that such candidatures reach the Bureau of Human Resources Management prior to the closing date. Applications received after the stipulated deadline cannot be considered.

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.

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



Irina Bokova
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Title: DIRECTOR OF OFFICE & UNESCO REPRESENTATIVE TO IRAQ
Domain: Field Operations Coordination – Management
Post Number: 51QBSP0001RP
Grade: D-1
Organizational Unit: UNESCO Office for Iraq
Primary Location: Baghdad, Iraq
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$139,790
Deadline (midnight, Paris time): 11 August 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General of the Bureau of Strategic Planning (ADG/BSP) as regards house-wide coordination (including management, administration and reporting), and the Assistant Director-General for External Relations and Public Information (ADG/ERI) as regards representational functions, as well as in close consultation with the Assistant Directors-General (ADGs) of programme sectors, the Director of the UNESCO Office for Iraq will manage the multidisciplinary programmes of this National Office and provide intellectual, strategic and operational leadership in planning and implementing activities responding to the priority needs of Iraq in all UNESCO's fields of competence (*education, the sciences, culture and communication*). This also will include the effective and efficient management of the Office's human and financial resources, administration and operations, in line with the Organization's policies and procedures, including effective internal controls. Moreover, the incumbent will participate, or ensure the participation of the Office, in all meetings and activities of the United Nations Country Team (UNCT) in the host country.

REQUIRED QUALIFICATIONS

EDUCATION

- University degree in a domain of relevance to UNESCO.

WORK EXPERIENCE

- At least ten (10) years of progressive professional experience at the appropriate management level within the United Nations system or within other international or national institutions, including a wide experience in development issues related to UNESCO's areas of competence.
- Experience in advocacy, resources and partnership mobilization.
- Experience in the field of international relations and diplomacy, multilateral cooperation, development.

SKILLS/COMPETENCIES

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven skills in administration and the management of financial and human resources.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources, as well as exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, in devising implementation plans and in implementing them effectively.
- Demonstrated partnership development and fundraising experience and ability to interact with a wide range of high-level partners.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a diversified body of staff in a multicultural environment with sensitivity and respect for diversity, and exercise supervision and control, as well as ensure continuous training and development of staff.

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 have 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.

- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the media.
- Basic computer skills.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- Courses/degree in a management-related field.

WORK EXPERIENCE

- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.
- Two (2) to five (5) years' experience in post-conflict/post-disaster situation.

SKILLS/COMPETENCIES

- Broad general culture, good geopolitical knowledge of the region, sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Excellent interpersonal and representational skills, as well as ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Good knowledge of the United Nations system.

LANGUAGES

- Good knowledge of conversational Arabic would be an asset.
- Knowledge of other United Nations languages (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, 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 non-smoking Organization.

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

**Representation of Member States in posts subject
to geographical distribution as at 1 April 2015**

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

**Representation
above range**

**Representation
within range**

**Representation
below range**

Nil

Philippines
 Poland
 Republic of Korea
 Republic of Moldova
 Russian Federation
 Saint Kitts and Nevis
 Saint Lucia
 Seychelles
 Slovakia
 South Africa
 Syrian Arab Republic
 The former Yugoslav
 Republic of Macedonia
 Togo
 Trinidad and Tobago
 Uganda
 Ukraine
 United Kingdom of Great
 Britain and Northern
 Ireland
 Uruguay
 Uzbekistan
 Yemen
 Zimbabwe

Saudi Arabia
 Serbia
 Sierra Leone
 Somalia
 Sri Lanka
 Sudan
 Swaziland
 Sweden
 Switzerland
 Thailand
 Turkey
 Turkmenistan
 United States of
 America
 Venezuela (Bolivarian
 Republic of)
 Viet Nam
 Zambia