



الرقم ١٥٦٩٤/١١٩٩/١
التاريخ ٤/٨
الموافق

عاجل جداً

معالي وزير التربية والتعليم/ رئيس اللجنة الوطنية للتربية والثقافة والعلوم


تحية طيبة وبعد،

أبعث إليكم نسخة من كتاب السفارة/ باريس رقم 331 تاريخ 2021/4/6 ومرفقها رسالة المديرية العامة لمنظمة اليونسكو المتضمنة الإعلان عن شاغر منصب Director of Ecological and Earth Sciences and Secretary of the man and biosphere Programme (MAB) and Secretary of the international Geosciences and Geoparks Programme SC-298، علماً بأن الموعد النهائي لتقديم طلبات الترشيح هو 2021/4/15 من خلال البريد الإلكتروني: staffingteam@unesco.org

أرجو التكرم بالإطلاع والإيعاز لإجراء ما ترونه مناسباً.

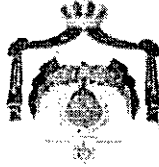
وتفضلوا بقبول فائق الاحترام،

➔ نائب رئيس الوزراء
ووزير الخارجية وشؤون المغتربين


أيمن الصفدي

كامل جداً
أكرم بدي

بسم الله الرحمن الرحيم



الوفد الدائم
للمملكة الأردنية الهاشمية
لدى اليونسكو - باريس

Réf:

الرقم: 331/2/2/47

Date:

التاريخ: 2021/04/06

معالي نائب رئيس الوزراء ووزير الخارجية وشؤون المغتربين
إدارة العلاقات الدولية و المنظمات

أبعث لإطلاع معاليكم بنسخة من الرسالة التي وردت السفارة من المديرية العامة لمنظمة اليونسكو رقم
CL/4345، و التي تُشير فيها إلى إعلان شاغر وظيفة بمنصب (Director, Division of Ecological and
Earth Sciences and Secretary of the Man and the Biosphere Programme (MAB) and
Secretary of the International Geosciences and Geoparks Programme SC-298)، علماً
بأن الموعد النهائي لتقديم طلبات الترشيح هو 2021/4/15، وفق ما ورد أكثر تفصيلاً في الرسالة.

راجياً معاليكم التكرم بالإطلاع، و التلطف بالإيعاز لإجراء ما ترونه مناسباً.

وتفضلوا معاليكم بقبول فائق الاحترام،،

السفير
مكرم القيسي

2021/04/06 ع.ع.ع

15 AVR. 2021

Ref.: CL/4345

Subject: **Director, Division of Ecological and Earth Sciences and Secretary of the Man and the Biosphere Programme (MAB) and Secretary of the International Geosciences and Geoparks Programme SC-398**

Sir/Madam,

The vacancy notice for the post of Director of the Division of Ecological and Earth Sciences and Secretary of the Man and the Biosphere Programme (MAB) and Secretary of the International Geosciences and Geoparks Programme has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender equality, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage all 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 before the closing date, and ensure that their applications have been well received. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be completed and correctly submitted by **15 April 2021** at the latest. For any queries, please send an email to staffingteam@unesco.org.

I count on your cooperation to disseminate the vacancy announcement to nationals of your country as widely as possible.

Please accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

To Ministers responsible for relations with UNESCO



Post Title: Director, Division of Ecological and Earth Sciences and Secretary of the Man and the Biosphere Programme (MAB) and Secretary of the International Geosciences and Geoparks Programme

Post Number: SC 398

Grade: D-1

Parent Sector: Natural Sciences Sector

Duty Station: Paris, France

Job Family: Ecological and Earth Sciences

Type of contract: Fixed-Term

Duration of contract: 2 years

Recruitment open to: Internal and external candidates

Application Deadline (midnight, Paris time): 15 April 2021

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Division of Ecological and Earth Sciences includes three sections covering:

- MAB Research and Policy, Ecology and Biodiversity, UNESCO Strategy for Action on Climate Change
- MAB networking, Biosphere Reserves and Capacity Building
- Earth Sciences and Geo-hazards Risk Reduction

The Division aims to support Member States at a national, regional and global level in advancing science and capacity for sustainable management of their natural resources and biodiversity, through its programs in Earth and Ecological Sciences towards the implementation of Agenda 2030. A special focus is given to UNESCO's two global priorities, Africa and Gender.

The Division is responsible for the Man and the Biosphere Programme (MAB) and the International Geoscience and Geoparks Programme (IGGP), their secretariats and their global networks of Biosphere Reserves and Geoparks. It also leads the house-wide coordination of UNESCO's Strategy for Action on Climate Change and for its programme on Disaster Risk Reduction (DRR), towards strengthening climate change resilience and geohazard risk management in Member States. It carries out its activities in close cooperation with UNESCO-affiliated centres, UNESCO Chairs and institutions inside and outside the United Nations system (IPBES, Future Earth, IUCN, etc.). A particular focus is given to the Networks of Biosphere Reserves and Geoparks. They serve as learning opportunities for sustainable management of natural resources, for local economic development and for conflict resolution through shared governance.

The Division is responsible for publications such as the World Maps of Biosphere Reserves and Geoparks, training material for DRR, and it manages international days and awards related to the Division's programmes, funded by both public and private sector.

Under the authority and direct supervision of the Assistant Director-General of the Natural Sciences Sector, the incumbent will be responsible for the management of the Division's human and financial resources, administration and operations, in line with the Organization's policies and procedures.

S/he will lead the Sector's efforts in establishing and maintaining effective relations with relevant partners inside and outside the United Nations system; building and entertaining fundraising strategies and productive partnerships with donors. S/he will also be responsible for the Division's strategic planning and coordination of programmes and plans of action as well as reporting to the UNESCO Governing Bodies, as required. This includes the promotion of interdisciplinary research, sustainability sciences and training activities in natural resources management. S/he will provide immediate supervision to the Division's Chiefs of sections and ensure intellectual, strategic and operational leadership in the development and execution of the relevant programme activities of the Division towards the implementation of the Agenda 2030 and the Sustainable Development Goals.

In particular, the incumbent will:

- Serve as the Secretary of the Intergovernmental MAB Programme and its World Network of Biosphere Reserves (WNBR) to ensure effective implementation of the MAB Strategy (2015-2025) and the Lima Action Plan (2016-2025). S/he will mobilize and promote proactively the contribution of the WNBR as learning sites and models for

sustainable development, shared governance and green economic development, responding effectively to the social, environmental and economic aspects of Agenda 2030.

- Serve as the Secretary of the International Geosciences and Geoparks Programme (IGGP) and its Global Network of Geoparks and supervise and provide global leadership and guidance towards relevant initiatives for demonstrating the importance of geosciences knowledge and practice in sustainable development of earth resources, in cooperation with partners within the wider United Nations system and with relevant geological sections.
- Ensure overall coordination for the implementation of the UNESCO Strategy for Action on Climate Change and provide strategic guidance for the development of UNESCO Programme on Geohazard Risk Reduction. Strengthen resilience of UNESCO-designated sites and capacity for responding to climate change and natural hazards in alignment with the Sendai Framework for Disaster Risk Reduction and the Paris Agreement on Climate Change.
- Plan, coordinate and monitor UNESCO's programmes by strengthening interdisciplinary cooperation and promoting participatory governance of systems at national, regional and global level.
- Provide leadership in forging key strategic partnerships both within UNESCO and with outside partners and ensure efficient communication with UNESCO field offices, UNESCO-affiliated centres and Chairs.
- Be responsible for developing partnerships, developing and establishing relations and maintain liaison with actual and potential donors in the framework of the UNESCO Resource Mobilization Strategy. S/he will mobilize funds for the Sector's programmes and projects.
- Manage and guide a team of multicultural staff by creating a positive work environment and giving incentives for commitment and action to promote UNESCO ideals, goals and targets. Direct, assign tasks and provide accountability for the management of the staff of the Division and the budget allocated to the implementation of specific programmes and activities.

COMPETENCIES (Core/Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)

Building partnerships (M)
Driving and managing change (M)
Strategic thinking (M)
Making quality decisions (M)
Managing performance (M)
Leading and empowering others (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Masters or equivalent) in ecological and/or environmental sciences or a related field within the natural sciences.

Work Experience

- A minimum of 15 years of progressive professional experience at the appropriate management level within the United Nations system or within other international institutions, including a wide experience in development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Experience in advocacy, resources and partnership mobilization.
- Experience in the field of international relations and diplomacy, multilateral cooperation, development.
- Broad knowledge of environmental challenges and their interconnectedness.

Skills and Competencies

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- Good knowledge of UNESCO programmes and policies and of international development policies and institutions.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources.
- Leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven ability to work collaboratively and to build relationships with diverse groups of organizations and individuals, relevant institutions, intergovernmental and non-governmental organizations, including through networking; ability to participate effectively in high-level negotiations with United Nations and external partners.
- Analytical and organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Proven skills in the management of financial and human resources.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified group of staff in a multicultural environment with sensitivity and respect for diversity.
- Excellent interpersonal and communication skills with strong representational abilities.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents, as well as the news media.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.

Languages

- Excellent knowledge of English (oral and written).

DESIRABLE QUALIFICATIONS

Education

- Ph.D. or equivalent degree in the field of environmental and/or earth sciences.

Work experience

- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.
- Experience in research work and/or teaching at university or in a research institution.
- Experience in a field duty station.

Skills and Competencies

- Good knowledge of the United Nations system.

Languages

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

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan, etc. The approximate annual salary for this post is US \$136,050.

More details can be found on the [ICSC website](#).

Please note that UNESCO is a non-smoking Organization.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO Careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, female 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.

**Representation of Member States in posts subject
to geographical distribution as at February 2021**

Representation above range	Representation within range	Representation below range	Not represented
Algeria	Afghanistan	Antigua and Barbuda	Andorra
Argentina	Albania	Austria	Angola
Belgium	Australia	Belarus	Armenia
Benin	Azerbaijan	Belize	Bahamas
Burkina Faso	Bangladesh	Bosnia and Herzegovina	Bahrain
Cameroon	Bolivia (Plurinational State of)	Botswana	Barbados
Democratic Republic of the Congo	Bulgaria	Brazil	Bhutan
Ethiopia	Burundi	China	Brunei Darussalam
Finland	Cambodia	Cook Islands	Cabo Verde
France	Canada	Costa Rica	Central African Republic
Gambia	Chile	Croatia	Chad
Greece	Colombia	Djibouti	Dominican Republic
Italy	Comoros	Dominica	El Salvador
Lebanon	Congo	Eritrea	Equatorial Guinea
Mexico	Côte d'Ivoire	Estonia	Guyana
Morocco	Cuba	Eswatini	Iceland
Nepal	Cyprus	Fiji	Kiribati
Senegal	Czechia	Gabon	Kuwait
South Africa	Democratic People's Republic of Korea	Grenada	Luxembourg
Spain	Denmark	Guinea-Bissau	Malta
Tunisia	Ecuador	Haiti	Marshall Islands
	Egypt	India	Mauritania
	Georgia	Indonesia	Micronesia (Federated States of)
	Germany	Iran (Islamic Republic of)	Monaco
	Ghana	Iraq	Nauru
	Guatemala	Kazakhstan	Niue
	Guinea	Kyrgyzstan	Palau
	Honduras	Lesotho	Panama
	Hungary	Liberia	Qatar
	Ireland	Malawi	Saint Vincent and the Grenadines
	Jamaica	Maldives	Samoa
	Japan	Montenegro	San Marino
	Jordan	Myanmar	Solomon Islands
	Kenya	Namibia	South Sudan
	Lao People's Democratic Republic	New Zealand	Sri Lanka
	Latvia	Nicaragua	Suriname
	Libya	Nigeria	Tajikistan
	Lithuania	North Macedonia	Timor-Leste
	Madagascar	Oman	Tonga
	Malaysia	Papua New Guinea	Tuvalu
	Mali	Peru	United Arab Emirates
	Mauritius	Poland	Vanuatu
	Mongolia	Russian Federation	
	Mozambique	Rwanda	
	Netherlands	Sao Tome and Principe	
	Niger	Saudi Arabia	

Norway	Serbia
Pakistan	Sierra Leone
Palestine	Singapore
Paraguay	Slovakia
Philippines	Slovenia
Portugal	Somalia
Republic of Korea	Switzerland
Republic of Moldova	Thailand
Romania	Togo
Saint Kitts and Nevis	Turkey
Saint Lucia	Turkmenistan
Seychelles	United Republic of Tanzania
Sudan	Venezuela (Bolivarian Republic of)
Sweden	Yemen
Syrian Arab Republic	
Trinidad and Tobago	
Uganda	
Ukraine	
United Kingdom of Great Britain and Northern Ireland	
Uruguay	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	