



UNESCO CAREERS - EXTERNAL CANDIDATES

Vacancy notice

Title EXECUTIVE SECRETARY, INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION

Domain : Natural Sciences - Oceanography

Post Number : SC 079

Grade : ADG

Organizational Unit : NATURAL SCIENCES SECTOR

Primary Location : FR-Paris

Recruitment open to : Internal and external candidates

Type of contract : Fixed Term

Annual Salary : 221497 **US Dollar (USD)**

Deadline (Midnight Paris Time) : January 25, 2014

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the general authority of the UNESCO Director-General and in accordance with the status of the Intergovernmental Oceanographic Commission (IOC) as a body with functional autonomy within UNESCO, the incumbent will implement the decisions of the IOC Assembly and its Executive Council as regards the organization of all aspects of the Commission's work, including the convening of sessions and meetings of the IOC governing and subsidiary bodies, in accordance with the IOC Statutes and Rules of Procedure and the decisions of the UNESCO General Conference, and will report accordingly.

The core aspect of the job is to promote, coordinate and implement the programmes of IOC, as defined by the IOC Assembly and approved subsequently by the General Conference (C/5), including fundraising and related financial management, while engaging the ocean science community and appropriate Member State agencies and departments.

The incumbent will coordinate and promote collaboration with international organizations concerned with the work of the Commission, and especially with those organizations of the United Nations system that are willing and prepared to contribute to the purposes and functions of the Commission and/or to seek advice and cooperation in the field of ocean and coastal area scientific research, related services and capacity-building (*quote from Statutes, Article 2 para 2*). A particular aspect of the job is to ensure proper links between IOC programmes and international development goals, including those contained in the United Nations Millennium Declaration and the related thematic priorities of the post-2015 agenda, and to coordinate/cooperate as required with UNESCO environmental programmes, undertaking mutually-agreed intersectoral activities within the mandate of the Commission.

The incumbent will ensure that IOC responds, as a competent intergovernmental organization, to the requirements deriving from the United Nations Convention on the Law of the Sea (UNCLOS), the United Nations Conference on Environment and Development (UNCED), and other international instruments relevant to marine scientific research, related services and capacity development (*quote from Statutes, Article 3 (c)*).

The incumbent will:

- direct the work of the staff of the IOC Secretariat; and,
- represent, or arrange appropriate representation of IOC meetings of other organizations and bodies whose work is of interest to IOC, as well as participate in such inter-secretariat bodies that may be concerned wholly or in part with the work of IOC.

REQUIRED QUALIFICATIONS

Education

- Advanced university degree, preferably at doctorate level, in ocean sciences or a related field.

Work Experience

- Extensive professional experience in senior executive positions in one or more fields covered by IOC programmes, including substantial assignments at regional and/or international level.
- Several years of exposure to the requirements of international cooperation and proven familiarity with the work and activities of the United Nations system organizations and other international organizations in the field of ocean sciences.

Skills/Competencies

- Demonstrated ability to direct processes of change at senior management level with large institutions of national or international scope.
- Knowledge of trends, demands and challenges in ocean sciences, especially in developing countries.
- Proven leadership and managerial skills, ability to provide leadership, vision and strategic direction needed to ensure that the Intergovernmental Oceanographic Commission is able to carry out its mandate and achieve its objectives, ability to focus the energies and talents of the Commission's employees and motivate them to work as a team to achieve the IOC's objectives.
- Excellent communication skills, ability to identify, analyse, define and communicate priorities and strategies, ability to develop effective working relationships with the IOC Officers and Member States, UNESCO Permanent Delegations, UNESCO senior management, IOC's key stakeholders and partners, and to act as the IOC's spokesperson in dealing with governments, media, other organizations, stakeholders and partners.
- Ability to conduct high-level negotiations at the international level.

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. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable time frame.

DESIRABLE QUALIFICATIONS

Education

- Ph.D. in ocean sciences or a related field.

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.

UNESCO is committed to promoting geographical distribution ([last update](#)) and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.