



United Nations
Educational, Scientific and
Cultural Organization

30/07/2015

Ref.: CL/4128

Subject: **Director (D-1)**
Institute for Information Technologies in Education (IITE)
Moscow, Russian Federation
2RUED0900OS

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Director of the Institute for Information Technologies in Education (IITE) in Moscow (Russian Federation).

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 **30 September 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: "2RUED0900OS", to the following address below:

Director
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, INSTITUTE FOR INFORMATION TECHNOLOGIES IN EDUCATION (IITE)
Domain:	Education – Information and Communication Technologies and Education
Post Number:	2RUED09000S
Grade:	D-1
Organizational Unit:	Education Sector
Primary Location:	Moscow, Russian Federation
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term (2 year contract – maximum duration 6 years)
Annual salary:	US \$156,878
Deadline (midnight, Paris time):	30 September 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Institute for Information Technologies in Education (IITE) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. IITE promotes an integrated approach to the development of information and communication technologies (ICTs) in education, by providing technical support and expertise in the use of ICTs in education. The Institute helps to promote e-environments for increasing access to education and lifelong learning, facilitating policy dialogue, and initiating development of national strategies on the application of ICTs in education.

Under the authority of UNESCO's Director-General and the direct supervision of the Assistant Director-General for Education, the incumbent provides intellectual leadership and strategic vision to IITE's programme and staff, ensuring that IITE contributes fully to the achievement of UNESCO's objectives.

Guided by the general policies established by the Governing Board for IITE's programme and budget, the incumbent is responsible for leading the Institute and for planning, executing and reporting on its programme and budget. 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 IITE's objectives; resource mobilization; and, acting as the external advocate for IITE, liaising with financial partners and ministries of education, as well as with IITE's other stakeholders. He/she will also maintain close cooperation with the national authorities, United Nations agencies, NGOs, research and training institutions, with a view to implementing, monitoring and evaluating programmes in the area ICT use in education.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree, preferably at PhD level or equivalent degree, in education, social sciences or related field.

WORK EXPERIENCE

- At least 15 years of relevant experience in leading multidisciplinary team in the field of ICTs in education, or related areas of work, both at international and national levels in senior managerial positions, backed by several years of experience in management of establishments specialising in research and training programmes.

SKILLS/COMPETENCIES

- Leadership, strategic planning and management ability including capacity to administer extensive programme, financial resources and exercise appropriate supervision and control.
- Experience in advocacy, ability to interact with a wide range of high-level partners and demonstrated experience in partnership development and partnership mobilization.
- Proven experience and achievements in fund raising.
- Experience in administration and management of financial and human resources at senior level.
- Relevant research ability to identify emerging educational needs to which an international research and training programme could make a substantial contribution as well as exploring new avenues and patterns of action.

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 according to UNESCO's geographical mobility policy.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

- Sound knowledge and understanding of current trends and practices in ICT policy and strategy at international level.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment as well as ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.
- Advanced IT skills.

LANGUAGES

- Excellent oral and written skills in English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other degrees or short to medium-term training in disciplines relevant to the post.

SKILLS/COMPETENCIES

- Strong global professional network.
- Experience within the United Nations system

LANGUAGES

- Good working knowledge of Russian.
- Knowledge of other official United Nations languages (Arabic, Chinese, French and 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 June 2015**

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

Representation above range	Representation within range	Representation below range	Nil
	Peru	Principe	
	Philippines	Saudi Arabia	
	Poland	Serbia	
	Republic of Korea	Sierra Leone	
	Republic of Moldova	Somalia	
	Russian Federation	Sri Lanka	
	Saint Kitts and Nevis	Sudan	
	Saint Lucia	Swaziland	
	Seychelles	Sweden	
	Slovakia	Switzerland	
	South Africa	Thailand	
	Syrian Arab Republic	Trinidad and Tobago	
	The former Yugoslav Republic of Macedonia	Turkey	
	Togo	Turkmenistan	
	Uganda	United States of America	
	Ukraine	Venezuela (Bolivarian Republic of)	
	United Kingdom of Great Britain and Northern Ireland	Viet Nam	
	Uruguay	Zambia	
	Uzbekistan		
	Yemen		
	Zimbabwe		