

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FOREIGN AFFAIRS AND EAST AFRICAN COOPERATION

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website: www.foreign.go.tz



Government City,
Mtumba Area,
P. O. Box 2933,
40466 DODOMA.

In reply please quote:

Ref. No LA.192/663/01

01 August 2023

Permanent Secretary
Ministry of Education, Science and Technology
Government City
✓ Mtumba Area - Afya Street
P.O. Box 10
40479 DODOMA.

Permanent Secretary
Ministry of Culture, Arts and Sports
Government City
P.O. Box 25
DODOMA.

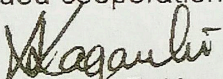
Executive Secretary
UNESCO National Commission
of the United Republic of Tanzania (NATCOM)
P.O. Box 20384
DAR ES SALAAM.

Ref: **VACANCY FOR THE POST OF CHIEF OF STAFF**

Please refer to the heading above.

2. We are in receipt of a communication from the Secretariat of the United Nations Education, Science and Cultural Organization (UNESCO) informing of the post of Chief of Staff at the office of the Director-General of UNESCO in Paris. Among other things, the position requires an advanced degree (Master's or equivalent) in one of UNESCO's areas of competence or other related fields (International Relations, Public Administration, etc.); and at least fifteen (15) years of progressively seven years acquired at international level.
3. Kindly be informed that qualified candidates are encouraged to apply online through <https://careers.unesco.org> by 16th August 2023.
4. Enclosed herewith, please find a copy of the vacancy announcement for ease of reference and necessary action.

We thank you for your continued cooperation.


Amb. Noel E. Kaganda
For: **PERMANENT SECRETARY**



**PERMANENT DELEGATION OF THE UNITED
REPUBLIC OF TANZANIA TO UNESCO**

TELEGRAPH-ADDRESS: TANZANREP PARIS

TELEPHONE: 0153706366

Fax: 0147550546

E-mail: ambtanzanie@wanadoo.fr

dl.tanzanie@unesco-delegations.org

Website: www.tanzaniaembassy.fr

All official correspondence must be addressed

To H.E. the Ambassador and Permanent Delegate:

Please quote Ref. No. TZP/U.26/V/57

**7ter, rue Leonard de Vinci
75116 PARIS,
FRANCE.**

25th July 2023

**Permanent Secretary,
Ministry of Foreign Affairs and
East African Cooperation,
Government City, Mtumba Area,
P.O. Box 2933,
DODOMA.**

RE: VACANCY FOR THE POST OF CHIEF OF STAFF

== Reference is made to the above captioned.

2. We are in receipt of a communication from the Secretariat of the United Nations Education, Science and Cultural Organization (UNESCO) informing of the post of Chief of Staff at the office of the Director-General of UNESCO in Paris. Among other things, the position requires an advanced university degree (Master's or equivalent) in one of UNESCO's areas of competence or other related fields (International Relations, Public Administration, etc.); and at least fifteen (15) years of progressively seven years acquired at international level.

3. Attached herewith, please find a copy of the vacancy notice for dissemination to relevant stakeholders. Qualified candidates are encouraged to apply online via dedicated portal (<https://careers.unesco.org>) by **16th August 2023**.

We thank you for your usual cooperation.

**Amos B. Tengu
CHARGE D'AFFAIRES a.i.**

Copy to: -

**" Executive Secretary,
UNESCO National Commission of the
United Republic of Tanzania,
P.O. Box 20384,
DAR-ES-SALAAM.**

Post Title: **CHIEF OF STAFF**
 Post Number: **CAB 015**
 Grade: **D-2**
 Parent Sector: **Office of the Director-General**
 Duty Station: **Paris (France)**
 Job Family: **Administration**
 Type of contract: **Fixed-term appointment**
 Duration of contract: **2 years, renewable**
 Recruitment open to: **Internal and external candidates**
 Application Deadline (midnight, Paris time): **16 August 2023**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General, the Chief of Staff contributes to efficient execution of the Director-General's mandate. In particular, the incumbent will be responsible for promoting the visibility and relevance of UNESCO's programmes and activities. To that effect, the incumbent will lead and coordinate the activities of all cabinet members in coordination with the Deputy Director-General, the Assistant Directors-General and all other members of the Senior Management Team.

In performing his/her duties, the incumbent will:

- Advise the Director-General on strategic issues.
- Develop and maintain close working relations with the Member States.
- Support the Office of the Director-General in overseeing and ensuring strategic coordination, coherence and integrated information, analysis and advice on UNESCO's programmes and activities including in resource mobilization opportunities.
- Develop and maintain close working relations with senior officials of the Programme Sectors, Programme Support Sectors and the Corporate Services; contribute to the formulation of overall strategies, policies, programme of work and related processes.
- Represent the Director-General on assigned issues, at meetings, working groups, task forces etc.; provide expert strategic advice to the Director-General to facilitate decision-making and programme planning and implementation.
- Serve as the Organization's interface on general programmatic matters and establish collaboration and partnerships with key officials at all levels inside and outside the Organization; seek and explore resource mobilization opportunities for relevant programmatic and thematic areas.

For further information on the specific programmes mentioned above, candidates may consult UNESCO's website, at <https://www.unesco.org/en>, and/or the following documents: [41 C/4](#) (UNESCO's Medium-Term Strategy for 2022–2029) and [41 C/5](#) (UNESCO's Approved Programme and Budget for 2022–2025)

COMPETENCIES (Core/Managerial)

Communication (C)	Building partnerships (M)
Accountability (C)	Driving and managing change (M)
Innovation (C)	Strategic thinking (M)
Knowledge sharing and continuous improvement (C)	Making quality decisions (M)
Planning and organizing (C)	Managing performance (M)
Results focus (C)	Leading and empowering others (M)
Teamwork (C)	
Professionalism (C)	

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in one of UNESCO's areas of competence or other related fields (International Relations, Public Administration, etc.).

Work Experience

- At least fifteen (15) years of progressively responsible relevant professional experience in UNESCO's fields of competence, administration or related fields, of which preferably seven years acquired at international level.
- Experience in preparing analytical reports, background papers and talking points for senior executives.
- Experience in leading, motivating and coordinating the work of a team of professional staff.

**Representation of Member States in posts subject
to geographical distribution as at 30 June 2023**

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