

22 JUL. 2014

Ref.: CL/4061

Objet: **Coordinator (D-1)**  
**UN World Water Assessment Programme (WWAP)**  
**Perugia, Italy**  
**1ITSC0001OS**

Sir/Madam,

I wish to inform you that I have decided to advertise the post of Coordinator of the UN World Water Assessment Programme (WWAP) in Perugia (Italy).

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 22 September 2014 at the latest. Should you have any queries, please send an email to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

Exceptionally, candidates without access to the Internet shall submit their application, quoting the post number: "1ITSC0001OS", 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.

A handwritten signature in black ink, reading "Irina Bokova". The signature is written in a cursive style with a large initial 'I'.

Irina Bokova  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO

**Title:** COORDINATOR, UN WORLD WATER ASSESSMENT PROGRAMME (WWAP)  
**Domain:** Global Water Assessment/Water Management  
**Post Number:** 1ITSC00010S  
**Grade:** D-1  
**Organizational Unit:** Natural Sciences Sector  
**Primary Location:** Perugia, Italy  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Fixed-Term  
**Annual salary:** US \$162.955  
**Deadline (midnight, Paris time):** 22 September 2014

## OVERVIEW OF THE FUNCTIONS OF THE POST

*The United Nations World Water Assessment Programme (WWAP) is a flagship programme, hosted by UNESCO. The Programme monitors, assesses and reports on different themes related to the world's freshwater resources. One of WWAP's primary products is the annual World Water Development Report (WWDR), which is a joint effort of UN-Water members and partners. This key report provides an authoritative picture of the state, use and management of the world's freshwater resources. In addition to coordinating this significant United Nations assessment capacity at a national level and inform on the decision-making process. WWAP seeks to equip water managers and key decision- and policy-makers with the information, data, tools and skills necessary to enable them to effectively participate in the development and implementation of policies.*

Under the overall authority of the Director-General and in close consultation with the Assistant Director-General for Natural Sciences, and under the supervision of the Director of the Division of Water Sciences of UNESCO, the incumbent will provide intellectual leadership, strategic vision and operational guidance for all components of WWAP in support of the post-2015 development agenda. More precisely, the Coordinator will:

- lead and coordinate the development and production of the UN World Water Development Report, working in close partnership with governments, international organizations, non-governmental organizations and, the United Nations agencies and other entities that make-up UN-Water;
- plan, develop and implement strategies, programmes and plans of action for the WWAP including the provision of expert and strategic advice to regions/countries, in coordination with the Secretary of the International Hydrological Programme, on the production of water and gender-sensitive disaggregated information and data, capacity-building activities and the contribution to specific IHP projects such as Conflict Resolution;
- be responsible for the overall management of WWAP's human and financial resources including administrative operations and security requirements in line with the UNESCO's policies and procedures;
- be responsible for the mobilization of extrabudgetary resources, for developing and maintaining relations with the international and local water research communities including the host country Authorities.

## REQUIRED QUALIFICATIONS

### EDUCATION

- An advanced university degree in engineering or geography/environmental/health sciences with a specialization in water.

### WORK EXPERIENCE

- At least 15 years' experience in water policy and strategy formulation, project management in a collaborative context and the formulation and management of research or development projects.
- Experience in advocacy, resource mobilization and partnership development.
- Working experience in projects from both the developed and developing world.

*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 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.**

- A proven record of senior management and professional experience at the international or intergovernmental levels.

#### **SKILLS/COMPETENCIES**

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Proven leadership and managerial skills, a broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Ability for strategic planning and management, as well as demonstrated ability to translate strategy into priorities and action, and effectively plan, mobilize and manage resources to deliver results.
- Ability to interact with a wide range of high-level partners and demonstrated partnership development and fundraising experience.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment, as well as to ensure training and development of staff.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational skills.

#### **LANGUAGES**

- Excellent knowledge and drafting skills in English and working knowledge of French. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable timeframe.

### **DESIRABLE QUALIFICATIONS**

#### **EDUCATION**

- A PhD degree or equivalent in a water resources related field would be an asset.
- Other university degrees or short to medium-term training courses in disciplines relevant to the post would be an advantage

#### **WORK EXPERIENCE**

- A proven record of networking with water relevant universities, international organizations and NGOs.
- Experience in the field of international relations and diplomacy.
- Experience on communication and gender equality related programmes.

#### **SKILLS/COMPETENCIES**

- Strong global professional network.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Skills in administration and the management of financial and human resources.
- Ability to understand and take into account a variety of perspectives and opinions and to work in a team spirit towards collective objectives.

#### **LANGUAGES**

- Knowledge of other United Nations languages (Arabic, Chinese, Russian and Spanish).
- Knowledge of Italian would be an asset.

### **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 May 2014**

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

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