

20 November 2025

Ref.: CL/4525

Subject: **Deputy Director-General (DDG)**
Office of the Director-General
Paris, France
CAB 006

Sir/Madam,

I have the honour to inform you that the vacancy notice for the post of Deputy Director-General, Office of the Director-General, has been advertised.

The Secretariat accords great importance to geographical distribution and gender balance in its staffing, particularly at the senior level. We therefore encourage all qualified candidates to apply.

To this end, and with a view to identifying outstanding candidates for this post, I count on your cooperation to disseminate the enclosed vacancy announcement to nationals of your country.

Candidates should apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible and before **20 December 2025** at the latest. Any queries may be addressed to staffingteam@unesco.org.

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



Khaled El-Enany
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

Post Title: DEPUTY DIRECTOR-GENERAL
Post Number: CAB 006
Grade: DDG
Parent Sector: Office of the Director-General (CAB)
Duty Station: Paris (France)
Job Family: Administration
Type of contract: Fixed-Term
Duration of contract: 2 years, renewable
Recruitment open to: Internal and external candidates
Application Deadline (*midnight, Paris time*): **20 December 2025**

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

<https://unesdoc.unesco.org/ark:/48223/pf0000386038>

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO plays a unique and vital role in building the foundations of lasting peace, promoting equitable and sustainable development and advancing international cooperation in education, the sciences, culture, communication and information. In a world undergoing profound transformation, UNESCO's leadership helps Member States address complex social, economic, technological and environmental challenges while upholding dialogue and mutual understanding.

Within this framework and under the authority of the Director-General, the Deputy Director-General provides strategic direction, leadership and oversight to ensure the effective management, coherence and impact of UNESCO's worldwide operations and programmes, including sound budget management, organizational efficiency and resource mobilization.

The incumbent supports the Director-General in advancing UNESCO's strategic objectives and in promoting innovation, modernization and organizational excellence. Acting under the authority and guidance of the Director-General, the Deputy Director-General contributes to:

- Ensuring that UNESCO strategic priorities are translated into coherent programmes and tangible results across the Organization and its networks.
- Supporting organizational performance and accountability, and fostering a culture of collaboration, transparency and continuous improvement across the Organization.
- Providing, under the authority of the Director-General, strategic oversight and guidance, in coordination with the Assistant Director-General for Administration and Management and the Bureau of Strategic Planning, to ensure sound financial governance, effective budget planning, transparent resource use, alignment of financial planning and partnerships with programmatic priorities, and effective leveraging of voluntary contributions.
- Promoting simplification, modernization, digital transformation and coherent IT governance across headquarters and field offices, under the Director-General's direction, to enhance efficiency, reduce duplication and improve programme and corporate services.
- Supporting the Director-General in ensuring staff performance, accountability, career development and well-being, and helping improve workflow effectiveness and reduce bureaucracy.
- Providing strategic guidance and oversight for UNESCO's fundraising campaigns and partnerships with Member States, multilateral donors, the private sector and civil society.
- Supporting efforts to strengthen the public visibility of UNESCO.
- Representing the Director-General in meetings, missions, inter-agency fora and strategic dialogues with Member States, partners and stakeholders, and chairing meetings and task forces when delegated.
- Carrying out high-priority initiatives and any additional responsibilities entrusted by the Director-General, including acting on behalf of the Director-General during his absence.

For further information on the specific above-mentioned programmes, candidates may consult our website: <https://www.unesco.org/en>, and/or the following documents: [41 C/4](#) (UNESCO's Medium-Term Strategy for 2022–2029) and [43 C/5](#) (UNESCO's Draft Programme and Budget for 2026–2029 quadrennium).

COMPETENCIES (Core/Managerial)

Communication (C)
 Accountability (C)
 Innovation (C)
 Knowledge sharing and continuous improvement (C)
 Planning and organizing (C)
 Results focus (C)
 Teamwork (C)
 Professionalism (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 (Master's or equivalent) in a relevant field such as Business or Public Administration, Management, Finance, Economics, International Relations or other UNESCO related areas.

Work Experience

- At least 15 years of progressively responsible professional experience in senior leadership, strategic management, business administration and policy development, with a significant portion at managerial/financial senior executive level within a government, multilateral international organization or large multinational private sector entity.
- Demonstrated experience in leading large, diverse teams and managing organizational transformation, including change management, strategic planning and the development of partnerships.
- Proven track record in fundraising and resource mobilization, including engaging with governments, multilateral donors, foundations and private sector stakeholders to secure and leverage financial support for organizational priorities.
- Substantial experience representing an organization or government and engaging effectively with high-level government or international officials.

Skills & Competencies

- Deep knowledge of, and commitment to, UNESCO's mandate, vision, strategic directions and priorities.
- Proven ability to provide visionary leadership, inspire trust and drive organizational performance in alignment with strategic objectives.
- Expertise in developing vision, strategies and innovative approaches to strengthen administration and support services, including finance, partnerships, outreach and resource mobilization.
- Strong strategic and analytical thinking, sound judgment and capacity for innovation in complex political, social and institutional environments.
- Ability to build, sustain and leverage strategic partnerships with Member States, international organizations, civil society, the private sector and academia to advance UNESCO's mission.
- Excellent communication, negotiation and representational skills.
- Demonstrated experience in leading and managing large, diverse teams.

Languages

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French).

DESIRABLE QUALIFICATIONS

Education

- A Ph.D. level degree in discipline related to the post.

Work experience

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system.

Languages

- Working knowledge of the second language (English or French).
- Knowledge of other official languages of UNESCO (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 starting salary for this post is US \$268,761.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

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 recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality.

Worldwide mobility is required for staff members appointed to international posts.

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 October 2025**

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

**Representation
above range****Representation
within range****Representation
below range****Not represented**

Nicaragua
 Niger
 Nigeria
 Norway
 Pakistan
 Paraguay
 Philippines
 Poland
 Portugal
 Republic of Korea
 Republic of Moldova
 Romania
 Rwanda
 Saint Kitts and Nevis
 Saint Lucia
 Serbia
 Sierra Leone
 Singapore
 Slovenia
 Somalia
 Sri Lanka
 State of Palestine
 Sudan
 Sweden
 Switzerland
 Syrian Arab Republic
 Togo
 Uganda
 United Republic of
 Tanzania
 Uruguay
 Uzbekistan
 Venezuela (Bolivarian
 Republic of)
 Viet Nam
 Yemen
 Zambia
 Zimbabwe

United States of
 America