



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΥΠΟΥΡΓΕΙΟ ΑΝΑΠΤΥΞΗΣ  
ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΕΡΕΥΝΑΣ ΚΑΙ ΤΕΧΝΟΛΟΓΙΑΣ

Διεύθυνση : Εποπτείας Ερευνητικών Φορέων  
Τμήμα : Α' Διοικητικής & Οικονομικής  
Εποπτείας Φορέων

Ταχ. Διεύθυνση : Μεσογείων 14-18  
Ταχ. Κώδικας : 115 27 Αθήνα  
Πληροφορίες : Α. Μπουλταδάκη  
Τηλέφωνο : 210.74.58.238  
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5657

22/12/08

Αθήνα, 12/ 12/ 08  
Α.Π. 25560

**ΠΡΟΣ:** ΕΚΕΦΕ "Δ" Ε. Ι. ΠΑΣΤΕΡ  
ΕΚΚΕ ΕΙΒΒΕ "Α. ΦΛΕΜΙΓΚ"  
ΕΛΚΕΘΕ ΕΚΕΒΕ "Α. ΦΛΕΜΙΓΚ"  
ΕΑΑ ΚΑΠΕ  
ΕΙΕ Ε.Κ. «Αθηνά»  
ΙΤΕ ΕΚΕΤΑ  
ΚΕΤΕΑΘ

**ΘΕΜΑ:** " Διαβίβαση εγγράφου"

**ΣΧΕΤ. :** Η εγκύκλιος του Γενικού Διευθυντή της UNESCO Koichiro Matsuura CL/  
3863/12.11.2008

Σας διαβιβάζουμε την εγκύκλιο του Γενικού Διευθυντή της UNESCO Koichiro Matsuura CL/  
3863/12.11.2008 σχετικά με την προκήρυξη για τη θέση "Executive Secretary: Intergovernmental  
Oceanographic Commission SC-079 (ADG) για ενημέρωσή σας.

Σημειώνουμε ότι η προθεσμία υποβολής των αιτήσεων των ενδιαφερομένων υποψηφίων είναι η 14<sup>η</sup>  
Ιανουαρίου 2009.

Η Προϊσταμένη της Δ/σης

Πηνελόπη Σπηλιώτη

Συνημμένα : (5)

Εσωτ. Διανομή  
ΦΟΡ 2. Γ3



Αρχειβές Αντίγραφο  
Η Προϊσταμένη  
Κεντρικής Γραμματείας

Α. ΚΑΡΑΠΑΝΟΥ

COPY FOR INFORMATION

Ref.: CL/3863

12 NOV. 2008

Subject: **Executive Secretary**  
**Intergovernmental Oceanographic Commission**  
**SC-079 (ADG)**

Sir/Madam,

I am pleased to inform you that I have decided to advertise the post of Executive Secretary, Intergovernmental Oceanographic Commission.

In this connection, I enclose information on the duties to be entrusted to the selected candidate, as well as the required qualifications and experience. You will also find enclosed a list showing the present representation of Member States in posts subject to geographical distribution.

I cannot overemphasize the importance I attach to having outstanding candidates for this post and I count on your cooperation to achieve this goal through the dissemination of the vacancy announcement to nationals of your country using the most appropriate channels.

Candidates who wish to be considered for this post should apply through the website <http://www.unesco.org/employment>. Candidates without easy access to the Internet may, exceptionally, send their application by regular mail. All applications should reach the Recruitment and Classification Section, Bureau of Human Resources Management, by **14 January 2009** at the latest. Each candidate's application should contain the names of persons from whom references may be obtained and a detailed curriculum vitae, in English or French, including the following information: place and date of birth; present nationality; university education; present and previous posts held; fields of specialization; publications; knowledge of languages and, in particular, degree of ability to write, speak and understand the language requirements as mentioned in the attached vacancy notice.

As you know, the General Conference accords great importance to the equitable representation of women on the staff and I should be grateful if you would assist me in achieving this by encouraging women candidates to apply.

Accept, Sir/Madam, the assurances of my highest consideration.



Koichiro Matsuura  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO



# United Nations Educational, Scientific and Cultural Organization

## Executive Secretary of the Intergovernmental Oceanographic Commission (SC-079)

### Main responsibilities

Under the general authority of the Director-General and taking into account the large degree of autonomy granted to the Intergovernmental Oceanographic Commission, the incumbent will carry out the instructions of the IOC Assembly and its Executive Council concerning the organization of all aspects of the Commission's work, including convening sessions and meetings of the IOC governing and subsidiary bodies in accordance with the IOC Statutes and Rules of Procedures, the decisions of the General Conference and the Director-General and report accordingly. The core aspect of the job is to promote, coordinate and implement the Programmes of IOC approved by the General Conference (C/5) including fund-raising to obtain extrabudgetary funds for the programmes and related financial management. First it ensures the follow-up of the recommendations and technical guidance provided by IOC as to the formulation and execution of other UNESCO programmes related to or in need of close coordination with ocean sciences and reports on the outcome of his actions to the IOC Assembly. On behalf of the Director-General of UNESCO, it coordinates the programme of the Commission with those of the organizations of the United Nations system parties to the UN Oceans and Coastal Areas Network (UN-OCEANS), the Inter Secretariat Committee on Scientific Programmes Relating to

Oceanography (ICSPRO) and other international organizations which collaborate with IOC. A particular aspect of the job is to ensure proper follow-up of IOC programmes to UNCED 1992 and the World Summit on Sustainable Development (WSSD, 2002) and coordinate/cooperate as required with other UNESCO environmental programmes (i.e. MAB, IHP, IGCP, MOST) and countries concerning UNCED/WSSD, as well as the implementation of UNCLOS and acts as the UNESCO representative to UN-OCEANS. It will direct the work of the staff of the IOC Secretariat including staff seconded from United Nations Organizations and bodies whose work is of interest to IOC, and participate in such inter-secretariat bodies which may be concerned wholly or in part with the work of IOC. It will also represent or arrange appropriate representation of IOC at the meeting of other organizations and bodies whose work is of interest to IOC and participate in such inter-secretariat bodies which may be concerned wholly or in part with the work of IOC; the incumbent will also direct the planning and coordination of the activities of IOC and of UNESCO in response to demands resulting from the United Nations Convention on the Law of the Sea including the new ocean regime, and maintain close consultations with the ADG/SC on science-related programmes.

### Qualifications and experience

- Advanced university degree, preferably at doctorate level, in a field related to oceanography.
- Extensive professional experience in senior executive positions in one or more fields covered by the UNESCO Natural Sciences Programme, 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 natural sciences.
- Demonstrated ability to direct processes of change at the substantive and management levels within large institutions of national or international scope.
- Knowledge of the trends, demands and challenges in oceanography, especially in developing countries.
- He or she should possess:
  - Proven leadership and managerial skills.
  - Excellent communication skills.
  - Excellent command of written and spoken English and French – the two working languages of UNESCO – with excellent drafting ability in one of them, and a good command of the other language.

### Competencies

The incumbent should be able to demonstrate the following competencies:

- Lead and motivate a team of senior and mid-level managers, in a multicultural setting.
- Determine and communicate a clear strategic direction, including interdisciplinary dimensions, and set clear programme priorities.

- Translate strategy into sustainable action, and effectively plan, mobilize and manage resources to deliver expected results.
- Conduct high-level negotiations at international level.

### Terms and conditions

The post is at grade of Assistant Director-General, common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$191,980 (with dependants) or US \$173,850 (without

dependants) per annum, exempt from taxation. In addition, UNESCO offers an attractive benefits package, including 30 days' annual vacation, home leave, an education grant for dependent children, pension plan and medical insurance.

### How to apply

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to: Chief, Recruitment and Classification Section, Bureau of Human Resources Management, UNESCO, 7 Place de Fontenoy, 75352 Paris 07 SP, France.

**An assessment centre may be used in the recruitment process for this post.**

Applications should reach UNESCO before 14 January 2009. Please quote post number "SC-079".

**THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.**

**UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat.**

**Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.**

**Representation of Member States in posts subject  
to geographical distribution as at 1 October 2008**

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

Representation above range	Representation within range	Representation below range	Nil
	Mexico	Sao Tome and Principe	
	Mongolia	Swaziland	
	Mozambique	Switzerland	
	Netherlands	Thailand	
	Nicaragua	Tonga	
	Nigeria	Trinidad and Tobago	
	Pakistan	Turkey	
	Panama	Turkmenistan	
	Poland	United Republic of Tanzania	
	Portugal	United States of America	
	Saint Lucia	Viet Nam	
	Samoa		
	Serbia		
	Seychelles		
	Sierra Leone		
	Slovakia		
	Somalia		
	Sudan		
	Sweden		
	Syrian Arab Republic		
	The former Yugoslav Republic of Macedonia		
	Togo		
	Uganda		
	Ukraine		
	United Kingdom of Great Britain and Northern Ireland		
	Uruguay		
	Uzbekistan		
	Yemen		
	Zambia		
	Zimbabwe		