



## ALLIANCE OF CIVILIZATIONS

### Vacancy Details

---

Post Title	<b>Director, Alliance of Civilizations Secretariat</b>
Post Level	<b>D2</b>
Project	<b>Alliance of Civilizations</b>
Duty Station	<b>New York, NY, USA</b>
Duration	<b>1 year from January 2008 (initially)</b>
Closing Date	<b>15 November 2007</b>

### Project Background

---

The Alliance of Civilizations (AoC) initiative seeks to build bridges and understanding among diverse societies to defuse the tensions that have emerged over the last decades and which can pose a threat to stability in the world. A former Head of State has been designated as the High Representative (HR) to lead the AoC's efforts and is supported by a Secretariat in the United Nations in New York (details, including the AoC report of November 2006, are available at [www.unaoc.org](http://www.unaoc.org)).

### Duties and Responsibilities

---

**A Director is sought to head the Secretariat and, under the HR's guidance, to develop strategies and initiatives designed to advance the broad goals of the AoC. Responsibilities would also include building substantive partnerships with civil society organizations, especially in key countries, coordinating with other efforts with similar objectives, formulating and overseeing projects as part of the implementation of a program of action already drawn up, preparing proposals and reports, and devising fundraising plans.**

**The Director of the Alliance of Civilizations Secretariat reports to the Secretary-General's High Representative for the AoC. Within delegated authority, the Director will be responsible for the following:**

#### **Leadership and Outreach**

- Oversee the development of strategies and initiatives designed to advance the broad goals of the AoC, in consultation with the High Representative
- Hold high-level talks with major stakeholders such as governments, international organizations, relevant academic and research institutions, as well as potential donors and corporate sponsors for the purposes of facilitating and forming implementing partnerships
- Raise the profile of the Alliance by making public appearances and taking part in international conferences and media events
- Develop and maintain collaborative relations with Alliance of Civilizations partners, including relevant agencies within the UN system
- Develop and maintain relations with Group of Friends members via their Permanent Missions in New York

- Develop and maintain all senior-level working relationships with, civil society groups, governments, international organizations, academic and research institutions

### **Support to the High Representative and Management of AoC Secretariat**

- Advise the High Representative on strategic developments and political matters relevant to the work of the Alliance
- Ensure effective systems are in place for the AoC Secretariat to support the High Representative's activities
- Direct and oversee the development and implementation of the Alliance of Civilizations' Action Plan
- Direct and oversee the organization and planning of Alliance of Civilizations activities, including the Annual AoC Forum
- Manage Secretariat staff, including staff recruitment and development
- Manage the AoC Secretariat's budget and fundraising activities
- Oversee the preparation of reports on AoC activities

### **Qualifications/Experience**

Candidates will be expected to have broad and substantive experience of at least 15 (preferably 20) years in activities which clearly are relevant to the goals of the AoC. These would include fields such as – but not limited to – the following:

International relations (both bilateral and multilateral), civil society organizations (preferably international), policy formulation (i.e. “think-tanks”), academia (preferably in the humanities, social and political sciences, societal/cultural/religious studies, law). Candidates will be expected to have earned advanced university degrees in their fields. Demonstrated political capacities will be a marked asset, as will linguistic capabilities, and authorship of papers (published or internal) relevant to the AoC initiative.

### **Required Competencies & Knowledge**

- Demonstrated analytical skills in fields related to the goals of the AoC
- Proven track record of excellent management and technical leadership/people management skills
- Knowledge of UN policies, procedures and operations
- Excellent communication (spoken and written) skills
- Fluency in English; working ability in Arabic and/or French a marked asset

### **Submission of Applications**

Qualified candidates may submit their application, including a letter of interest and a complete Curriculum Vitae to Mr. Oscar Hernandez, via e-mail to [oscarh@unops.org](mailto:oscarh@unops.org).

### **Additional Considerations**

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified women are encouraged to apply.