

22 May 2026

Ref.: CL/4550

Subject: **Legal Adviser/Director (D-2)**  
**Office of International Standards and Legal Affairs (LA)**  
**Paris, France**  
**LA 001**

Sir/Madam,

I have the honour to inform you that the vacancy notice for the post of Legal Adviser and Director of the Office of International Standards and Legal Affairs 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 **25 June 2026** at the latest. Any queries may be addressed to [staffingteam@unesco.org](mailto: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

To Ministers responsible for relations with UNESCO



<b>Post Title:</b>	<b>LEGAL ADVISER AND DIRECTOR, OFFICE OF INTERNATIONAL STANDARDS AND LEGAL AFFAIRS</b>
<b>Post Number:</b>	LA 001
<b>Grade:</b>	D-2
<b>Parent Sector:</b>	Office of the International Standards and Legal Affairs (LA)
<b>Duty Station:</b>	Paris (France)
<b>Job Family:</b>	Law
<b>Type of contract:</b>	Fixed-Term
<b>Duration of contract:</b>	2 years, renewable
<b>Recruitment open to:</b>	Internal and external candidates
<b>Application Deadline</b> ( <i>midnight, Paris time</i> ):	<b>25 June 2026</b>

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

### ORGANIZATIONAL CONTEXT

The Office of International Standards and Legal Affairs reports directly to the Director-General. The Office's mission is to protect the Organization's interests by concentrating its efforts along two main lines: ensuring compliance with the Organization's rules, regulations and procedures; and, pursuing improvements in the legal safety of activities carried out by the Organization.

### OVERVIEW OF THE FUNCTIONS OF THE POST

The work of the Legal Adviser/Director of the Office of International Standards and Legal Affairs (LA) is of an advisory and managerial nature. It requires in-depth analysis of legal issues and provision of authoritative, reliable and judicious legal advice on complex and highly varied questions of international and national law. It includes managerial responsibility for a vital area of the Organization's programmes, the direction and provision of leadership to staff in various organizational units dealing with the analysis of administrative, substantive, procedural and other intricate problems that are of critical concern to the Organization, and contribution to the overall policy and objectives of the Organization.

Under the authority of the Director-General, the incumbent will be responsible for the direction and management of the overall Office. In particular, the incumbent will provide organizational leadership and strategic guidance to the Office in the preparation, coordination and supervision of the activities and management related to the financial and human resources of the Office.

### KEY ROLE AND RESPONSIBILITIES

Specifically, the incumbent will:

- Be responsible for providing legal advice on all legal issues arising from the Organization's activities.
- Advise the Secretariat on legal issues pertaining to the regulatory, statutory and standard-setting activities of the Organization.
- Be required to provide legal advice, at their request, to the General Conference and the Executive Board of UNESCO.
- Advise on the elaboration, adoption and revision of international standard-setting instruments, and on the implementation of the procedures for the application of these instruments.
- Advise on the application, interpretation and amendment of the Constitution and other statutory and legislative texts of the Organization.
- Direct the preparation and review of briefs for representing the Organization in proceedings before courts of law, administrative tribunals and any other judicial or quasi-judicial bodies.
- Represent the Director-General on the committees of the governing bodies of UNESCO relating to legal matters.
- Be responsible for the management of LA and ensure the direction of the activities of the Office and its cooperation with the other units of the Organization.

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 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 the field of law, with a specialization in public international law.

### Work Experience

- At least fifteen (15) years of progressively responsible relevant professional experience in the legal field at the national level and/or in within a United Nations system organization.
- Extensive relevant professional experience in senior management or executive positions.
- Proven experience in providing authoritative legal advice on complex and wide-ranging questions of international and national law.
- Demonstrated experience in leading diverse teams and managing organizational transformation.

### Skills & Competencies

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- In-depth knowledge of legal practice and procedures in international organizations.
- Leadership capacity, high sense of objectivity, strong analytical capabilities, professional integrity and diplomacy.
- Sound knowledge of general management practices and techniques.
- Ability to exercise intellectual authority, as well as provide and manage advisory services.
- Excellent analytical and drafting skills, with the ability to produce high-level reports and briefs for senior leadership and governing bodies.
- Demonstrated strategic planning and management abilities.
- Demonstrated ability to direct change processes at the management level within large institutions of national or international scope.
- Excellent interpersonal skills, including the ability to manage relationships at all levels of the Organization as well as foster collaboration across diverse, multicultural environments.
- Excellent communication and presentation skills with strong representational abilities.

### Languages

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English or French) and ability to work in the second language.

## DESIRABLE QUALIFICATIONS

### Education

- Other degrees or short- to medium-term training in disciplines relevant to the post.

### Work experience

- Demonstrated experience of management at the international level.
- Experience in conducting complex negotiations diplomatically and tactfully.
- Experience within the United Nations system and/or in a specialized institution or other international organ would be an asset.

### Skills & Competencies

- Awareness and knowledge of UNESCO's strategic objectives and of wider processes within the United Nations system.
- Ability to interact with a wide range of high-level partners and demonstrated partnership development.

### Languages

- Knowledge of other official United Nations languages (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\$204 457.

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

## SELECTION AND HIRING PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information, by the above deadline.

To apply, please visit the [UNESCO Careers website](#). No modifications can be made to the application once submitted.

The process may include pre-recorded video interviews and/or written assessments, interviews with a Panel, as well as reference checks.

In addition, candidates may be requested to provide additional information which may be pertinent to the position's qualifications

Please note that all candidates, whether selected or not, will be informed of the outcome of their application in due course.

Short-listed candidates may also be added to Talent Pools; subject to their consent (i.e. Data Privacy Statement).

## ADDITIONAL INFORMATION

- 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 to 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.
- Geographical mobility is required for staff members appointed to UNESCO's international posts.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. UNESCO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/UNESCO. The list can be accessed through the link: <https://www.whed.net>
- The statutory retirement age at UNESCO is 65 years.
- UNESCO appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station, which will be facilitated by the Organization, is required for International Professional positions.
- 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 April 2026**

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

**Representation  
above range**

**Representation  
within range**

**Representation  
below range**

**Not represented**

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