

HEAD OF UNIT (CULTURE)

Post Number: CLT 045

Grade: P-4

Parent Sector: Culture Sector (CLT)

Duty Station: Paris

Job Family: Culture

Type of contract: Fixed Term

Duration of contract: 2 years, renewable

Recruitment open to: Internal and external candidates

Application Deadline (Midnight Paris Time): 11-NOV-2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT) and the direct supervision of the Director of World Heritage (DIR/WH), and in close cooperation with the Deputy Director and the Regional Units of World Heritage, the incumbent shall exercise the functions of the Head of Policy and Statutory Meetings Unit. S/he shall lead, manage and oversee the work of the Unit's staff for the effective implementation of the 1972 World Heritage Convention, as well as manage the statutory work and processes in close cooperation with the Executive Office, the Finance and Administration Unit, and the Event Management Team of the Culture Sector.

The incumbent shall also contribute to supporting, monitoring and reporting on programmes and projects as well as resource mobilization activities in the framework of UNESCO's global priorities (Africa and Gender Equality), and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, as well as for its priority groups (Small Island Developing States - SIDS, and Youth).

In particular, the incumbent shall:

- Plan and lead the organisation of the meetings of the Governing Bodies of the World Heritage Convention and any other consultative or subsidiary bodies, and ensure their smooth and efficient conduct and follow-up; take responsibility for the policy, content and logistical aspects of the meetings, liaising with States Parties and host countries' authorities, oversight of the preparation of the agenda, the coordination with the Legal Advisor and working and information documents, dissemination of documents, summary records, decisions, etc.
- Prepare and provide conceptual guidance on strategic and complex documents on World Heritage content and processes-related matters, in-house and externally, including working and information documents for both the Governing Bodies of UNESCO and of the World Heritage Convention;

- Provide substantial input in policy development on World Heritage, including on conservation, management and other relevant matters, in-house and externally, and ensure consultation and coordination with all stakeholders concerned, including Advisory Bodies, States Parties and other relevant entities; coordinate the preparation of all working and information documents needed for the Executive Board and the General Conference.
- Ensure the consistent application of the Rules of Procedure and of the Operational Guidelines for the Implementation of the World Heritage Convention in all relevant processes and documents prepared for the Governing Bodies of the World Heritage Convention. Act as the focal point in all matters related to the Operational Guidelines, consulting where necessary other relevant services in-house.
- Analyse the need for revision of the Operational Guidelines provisions, in the framework of the Committee or General Assembly decisions or other developments and take the lead in the conceptual preparation, coordination and discussion of such revisions. _
- Supervise the staff of the Unit in the implementation of its work programme and budget including International Assistance and World Heritage Fund.
- Supervise the World Heritage Education programme, the World Heritage Capacity Building Strategy, and the coordination of the preparation by the Regional Units of State of Conservation Reports for properties on the World Heritage List, in collaboration with the Advisory Bodies.
- Coordinate the implementation of other statutory obligations of the World Heritage Centre under the World Heritage Convention including the knowledge management, and the website of the World Heritage Centre.
- Provide substantial input in conceptualising and developing the Medium-Term Strategy and Programme and Budget of the Organization (C/4 and C/5 documents) and other strategic and programmatic planning and budgeting documents and processes and ensure that these adequately reflect the priorities of the World Heritage Convention, requests by the World Heritage Committee and the General Assembly of States Parties.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

Building partnerships (M)

Driving and managing change (M)

Knowledge sharing and continuous improvement (C)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's degree or equivalent degree) in the field of culture, heritage and archaeology, social sciences, international relations, or related areas.

Work Experience

- Minimum of seven (7) years of progressively responsible relevant professional experience in the field of culture, heritage conservation and management or related fields, of which preferably three (3) years acquired at international level.
- Proven experience in managing intergovernmental processes and programmes in the field of culture.
- Demonstrated experience in advocacy and resource mobilization.
- Experience in providing leadership to guide staff, and ability to build trust, manage, lead and motivate staff and teams.

Skills and competencies

- Excellent capacity to collect, synthesize and analyse information from various sources and to write documents in a clear and concise manner.
- Strong analytical, problem-solving, organizational and coordination skills.
- Ability to manage a heavy workload and to work under tight deadlines, with capacity for accuracy, paying close attention to detail and quality of work.
- Excellent interpersonal skills with ability to maintain effective working relations within a multicultural environment.
- Excellent IT skills, including advanced knowledge of MS Office (Word, Excel, PowerPoint, etc.).

Languages

- Excellent knowledge of English (both written and oral) or French and very good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Education

- Advanced University degree (PhD) in the field of culture, heritage and archaeology, social sciences, international relations, or related areas.

Work Experience

- Proven experience in establishing and maintaining professional networks and partnerships between governmental, civil society and private sector stakeholders in the field of culture.
- Professional experience in the United Nations System and/or in the field of international relations and diplomacy, multilateral cooperation and development.

Skills and Competencies

- Good knowledge of the UNESCO Culture Conventions, Recommendations, and programmes in the field of culture.
- Excellent knowledge of the 1972 World Heritage Convention and its processes.
- Good knowledge of UNESCO's rules, regulations and procedures.

Languages

- Knowledge of other official languages of UNESCO (Arabic, Chinese, Russian and/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 126 891 US \$.

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

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.

Please note that UNESCO is a non-smoking Organization.