

**Annex 3: List of Sponsored Traineeship Posts at UNESCO within Culture Programme for
UNESCO/Kingdoms Institute: Kingdom of Saudi Arabia - AIULA Fellowships Programme 2025**

No.	Duty Station	HQ/Field	Sector	Working Area	Required Education Background	Language	Duration	Page
1	Abuja, Nigeria	Field	Culture Sector	Culture Programme	Culture studies, such as anthropology, art history and archaeology.	English	12 months	3
2	Almaty, Kazakhstan	Field	Culture Sector	Heritage Impact Assessment	Heritage studies	English (knowledge of Russian would be an asset)	12 months	5
3	Amman, Jordan	Field	Culture Sector	Culture Programme	Culture, heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field	English (knowledge of Arabic would be an asset)	12 months	6
4	Bangkok, Thailand	Field	Culture Sector	Culture Programme	Heritage studies, history of arts, anthropology, arts management, creative industries	English (knowledge of a language spoken in the Mekong cluster would be an asset)	12 months	9
5	Cairo, Egypt	Field	Culture Sector	Culture Programme	Heritage management, archaeology, conservation, urban planning/development, conservation, and cultural policies	English and Arabic (knowledge of French would be an asset)	12 months	12

6	Harare, Zimbabwe	Field	Culture Sector	Culture Programme	Archaeology, heritage management, research, conservation, emergency preparedness and response and intangible cultural heritage or related fields.	English	12 months	15
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7	Kingston, Jamaica	Field	Culture Sector	Disaster Resilience and Recovery	International Development, Social Sciences, Cultural Studies or other relevant fields	English	12 months	18
8	Paris, France	HQ	Culture Sector	World Heritage Centre	Culture, Heritage management, architecture, urban planning/development, archaeology, conservation, cultural policies.	English or French (knowledge of Arabic would be an asset)	12 months	22
9	Paris, France	HQ	Culture Sector	Culture and Emergencies	Museology, heritage studies, emergency preparedness and response, international development, or related subject.	English and Arabic (knowledge of French would be an asset)	12 months	25
10	Yaoundé, Cameroon	Field	Culture Sector	Heritage conservation and management	Cultural heritage management, Conservation Science, environmental sciences, architecture, urban planning/development, archaeology, conservation, museum management, or a related field.	English	12 months	28



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Abuja, Nigeria

Organizational Unit: UNESCO Office in Abuja, Culture Unit

Supervisor (name, title): Ifeanyi Ajaegbo, National Professional Officer

DESCRIPTION OF THE TRAINEESHIP

Describe the main duties and tasks

Under the overall supervision of the Head of the UNESCO Abuja Office and the direct supervision of the National Professional Officer CLT, the trainee will:

- Assist in maintaining a close relationship with cultural institutions and the Nigerian National Commission for UNESCO;
- Assist in closely liaising with UNESCO HQ and the Regional Office in Dakar to development and implementation projects and programs to the benefit of Nigeria;
- Assist with the implementation and development of the regular Program and extra-budgetary activities within the field of culture with specific focus on the six culture conventions;
- Assist in the development and implementation of inter-sectoral programs;
- Assist in any other duties as required by the Head of Office.

REQUIRED QUALIFICATIONS

Education: Master's Degree in culture studies, such as anthropology, art history, archaeology.

Subjects: Anthropology, Archaeology, Art History etc.

Language skills: Excellence in English speaking and writing skills.

Competencies and skills: A good knowledge in the usage of computer software (Microsoft, Excel,...) and use of the web.

LEARNING OBJECTIVES

Describe the learning objectives of the traineeship

The Trainee will benefit from the workplace culture, an international environment, ethics and professional standards,

In addition to getting in-depth knowledge of all UNESCO Culture Conventions the Trainee will benefit from:

Gender training, youth training, prevention of violence, UNESCO program management and leadership development training.

ADDITIONAL INFORMATION

Under the different UNESCO Culture Conventions, specific attention will be paid to:

- A request was submitted by the Nigerian Government, in 2024 for a revision of the tentative list
- NCMM forwarded a “Preliminary Assessment request for Ikom Stone Monoliths (Alok and Emaghabe)”. This request was excepted, and the nomination process is underway.
- With the revision of the tentative list in mind, discussions are being held on federal and state level in Nigeria for the possibility of a Serial Nomination on Nigerian 11th-16th Century walled cities in the North and South of the country.
- ICH requests for the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, the Northern states palace traditions and Akwette textile production in the Southeast are future possible dossiers.
- National Trust Fund for museums: The dire state and needs for many museums in Nigeria are obvious and the request under HEF is only serving museum security. To upgrade museums and museum experience in Nigeria an overhaul is needed in terms of display, showcasing, management, storage, unified digitized inventories, cataloguing, education and the national curriculum, educational projects and activities, starting with the ones in Lagos, Jos and Kano (the earliest and largest collections in the country). Attention should also be paid to the inexistence of a National Museum in Abuja. A proposal was forwarded to the Ministry and follow-up is necessary.
- National Trust Fund for Creative Industries and Economy: In light of the pre-eminent position of Nigeria on the African continent in the field of artistic creation (Nollywood, Afrobeat, fashion and literature), create a fund bringing together public and private sector for the development of educational programs for youth, women and girls. So far public sector involvement is minimal and private sector engagement is often individual driven. In October 2023 UNESCO organized an SDG/creative industries and economy platform, which produced a position paper contributing to the National cultural policy and aiming for the establishment of the Fund. A platform was organized in Lagos, April 2024 and follow-up activities are foreseen late 2024, 2025 under the EU/UNESCO supported project.
- 2001 Convention: As there is no RP support for Nigeria, it would be good to discuss possible EXB contributions with the Secretariat.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Almaty, Republic of Kazakhstan

Organizational Unit: UNESCO Office in Almaty, Culture Unit

Supervisor (name, title): Philippe Delanghe, Programme Officer

DESCRIPTION OF THE TRAINEESHIP

Participation in the preparation of content and facilitation of the capacity-building event on the preparation of the Heritage Impact Assessment for the Central Asian Region (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan). Trainee shall be acting together with international consultants representing WHC and WHC's advisory bodies. Trainee shall have successful working experience in preparation of Heritage Impact Assessment for cultural and/or natural heritage properties that were approved by the World Heritage Center.

REQUIRED QUALIFICATIONS

Education: minimum MA in Heritage Studies

Subjects: Heritage Impact Assessment

Language skills: fluent English and Russian

Competencies and skills: knowledge of the cultural context of the Central Asian context, working level of English and Russian, ability to work in multicultural environment, MS Office, MS Teams, Zoom.

LEARNING OBJECTIVES

Exchange of experience in the field of heritage management, especially Heritage Impact Assessment.

ADDITIONAL INFORMATION



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Amman, Jordan

Organizational Unit: UNESCO Office in Amman, Culture Unit

Supervisor (name, title): To be confirmed

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Head of UNESCO Office in Amman and Representative to Jordan, and the direct supervision of the Project Officer/Culture Unit, the incumbent will contribute to the implementation of programmes and activities of the Culture Unit of the UNESCO Amman Office.

The Culture Team in UNESCO Amman support the Jordanian government to preserve and promote tangible and intangible heritage in the country. In this context, the UNESCO office in Jordan works in close collaboration and partnership with the Ministry of Tourism and Antiquities and the Ministry of Culture, as well as relevant national and local authorities to ensure the sustainable conservation of the country's rich cultural heritage.

Under the guidance of the Head of Office, the supervisor and the trainee will agree upon objectives to achieve. Tasks assigned will be a combination of short-term assignments as much as addressing requests which need immediate action. This will require substantial flexibility and teamwork. The incumbent will be gradually given more responsibility and independence by the supervisor who will monitor and evaluate the performance of the Trainee in terms of quality, ability to meet deadlines, problem solving, initiatives and teamwork, according to the work plan/objectives established and agreed upon.

More specifically he/she will:

- Provide support to the operational management of all aspects of programme delivery including financial, contract and administrative planning, implementation, monitoring, evaluation, and reporting, in line with UNESCO procedures and requirements.
- Assist in drafting and finalizing analytical periodic progress reports to donors (narrative and financial), briefings and other documents to be shared with the relevant donor, government authorities, or any other partner.

- Assist in identifying further needs, new areas of project development in the field of culture and sustainable development and enhancement of social cohesion through preservation of cultural heritage, and in developing concept notes in line with the Jordan Response Plan to the Syria Crisis, National Tourism Plan, and the four priority areas of the UNSDCF 2023-2027.
- Support the development and implementation of activities in the project sites, particularly, Petra, Wadi Rum, and Al-Salt (such as, community outreach activities, organization of workshops and trainings, expert missions, etc.).
- Provide support to the activities being implemented in the field through regular field visits and drafting brief reports on the progress of the activities.
- Assist in monitoring and reporting on the projects and activities of the culture programme through regular field visits and drafting brief reports on the progress of activities.

REQUIRED QUALIFICATIONS

Education:

University degree (Master's Degree or equivalent) in the field of culture, heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field; first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Subjects:

- Culture, heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences.

Language skills:

- Excellent knowledge of English (oral and written) is mandatory
- Working knowledge of Arabic is preferable.

Competencies and skills:

- Basic knowledge of UNESCO's work in the field of Culture and Sustainable Development.
- Good organizational, planning and project design skills.
- Good (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner. Ability to analyze and collect, summarize, and analyze information from various sources.
- Interpersonal and communication skills, including the ability to interact with a wide range of stakeholders within UNESCO.
- Strong sense of ethics, integrity, diplomacy, tact, and discretion.
- Ability to work effectively in a team and maintain good working relationships in a multicultural environment.

- Capacity to multi-task with ability to manage a heavy workload and meet tight deadlines, paying close attention to detail and quality of work.
- Good IT skills including good knowledge of standard office software.

LEARNING OBJECTIVES

After the traineeship, the sponsored trainee will have:

- Acquired knowledge of UNESCO's Culture programme and the UNESCO Culture Conventions and their contribution to sustainable development.
- Gained knowledge of UNESCO's programmes and priorities.
- Attained basic experience in project management; setting particular objectives and develop appropriate monitoring and evaluation mechanisms.
- Gained knowledge of the work and general functioning of international organizations and UN system.
- Strengthened his/her analytical, communication, negotiation, and interpersonal skills.
- Learnt how to deal with diverse stakeholders; Build capacity and partnerships and resource mobilization skills.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Bangkok, Thailand

Organizational Unit: UNESCO Regional Office in Bangkok, Culture Unit

Supervisor (name, title): Feng JING, Chief of Culture Unit

DESCRIPTION OF THE TRAINEESHIP

- *Support the programs, projects and activities within the framework of 2003 Convention for the Safeguarding of Intangible Cultural Heritage, sustainable development and tourism management;*
- *Support the development of programs, projects and activities that link the 1972 and 2003 conventions, and more broadly with the 1972 World Heritage Convention and other priorities such as built heritage, indigenous peoples, climate change and cities;*

- *Contribute to the formulation and preparation of project proposals and work plans for resource mobilization, notably in the areas of 1972 and 2003 UNESCO cultural conventions;*
- *Develop partnerships at the national and regional level with various stakeholders, including national governmental agencies, universities, other national and international organizations;*
- *Support visibility and communication of Culture Unit, including developing communication materials;*
- *Carry out other relevant tasks as requested by the Office Director and Chief of Culture Unit.*

REQUIRED QUALIFICATIONS

Education: *Have completed at least Master studies in a university or equivalent institution in relevant fields to the culture and creative sector such as heritage studies, history of arts, anthropology, arts management, creative industries, etc.*

Experience (if any):

- *Preferably a minimum of 3 years of professional experience in culture, living heritage, creative industries or related areas;*
- *Experiences in managing projects and building partnership at the national level;*
- *Experience in working at the international level is desirable.*

Language skills:

- *Fluency in English is required;*
- *Knowledge of a language in Mekong cluster countries would be an asset.*

Competencies and skills:

- *Good organizational and project design skills;*
- *Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written materials in a clear and concise manner;*
- *Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment;*
- *Knowledge of UNESCO's culture program and cultural conventions is desirable;*
- *Strong interest, commitment and motivation to strengthen culture and creative sector in Asia and the Pacific region.*

LEARNING OBJECTIVES

- *Ability to assist in the elaboration and management of programmes/projects in the field of culture. S/he will acquire coordination and interpersonal skills, able to research and identify potential donors.*
- *Increase of the ability to collect, synthesize and analyze information from various sources and writing skills.*
- *Increase of the ability to work effectively within a multi-cultural environment and to work in a team.*

ADDITIONAL INFORMATION

As a specialized agency of the United Nations, UNESCO has the unique mandate to build peace and sustainable development through culture. The diverse manifestations of our culture enrich our everyday lives in countless ways. Culture's transformative power is particularly clear in the Asia and the Pacific region, which has a rich bounty of cultural diversity. The region is home to iconic cultural and natural heritage sites and priceless objects dating back over millennia, vibrant historic cities, dynamic arts and cultural and creative industries scene, and countless living cultural practices both traditional and contemporary. Together, heritage and creativity are essential drivers for open, inclusive and prosperous societies.

UNESCO Bangkok Culture Unit works to strengthen national capacities of UNESCO Member States in relation to all UNESCO cultural conventions and global commitment such as the 2022 MONDICULT Declaration, the Pact for the Future through innovative approaches combining policy advisory, public advocacy, capacity-building and operational projects. We enjoy partnership with national and local governments, higher educational institutions, civil society organizations and private sector companies, building an alliance of change agents across the region who champion the role of culture in achieving the 2030 Sustainable Development Goals and beyond.

UNESCO Bangkok Culture Unit has been an active leader in the key Culture Sector programming areas within the Asia-Pacific region, the culture field and UNESCO as a whole. The Unit implements projects in Afghanistan, Cambodia, Lao People's Democratic Republic, Myanmar, Singapore, Thailand and Vietnam, and coordinates with other field offices on regional programs throughout Asia and the Pacific. Some ongoing activities include development and implementation of a Competence Framework for cultural heritage management, Asia-Pacific Awards for Cultural Heritage Conservation, building a youth network to promote community heritage for sustainability, sustainable tourism in the ASEAN community, integrating living heritage in formal and non-formal education across the Asia-Pacific region, or exploring the interconnection between tangible and intangible heritage and their contribution to sustainable development. For more information on the Unit's activities, visit the website

<https://www.unesco.org/en/fieldoffice/bangkok/clt>



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Cairo, Egypt

Organizational Unit: UNESCO Regional Office for Egypt and Sudan/Liaison Office for the League of Arab States, Culture Unit

Supervisor (name, title): Akatsuki Takahashi, Programme Specialist for Culture

DESCRIPTION OF THE TRAINEESHIP

The AIUla Fellowship Programme is a prestigious initiative aimed at enhancing the skills and knowledge of heritage professionals through immersive experiences in **heritage research, conservation, and management**. The programme is structured into three phases over three years, providing fellows with comprehensive exposure to various aspects of heritage work.

The Programme consists of Phase 1: Fellowship in AIUla (6 months in 2025), Phase 2: Sponsored Traineeship at UNESCO Cairo Office (12 months in 2026), and Phase 3: Fellowship/Work Placement at a Partner National Commission or Designated Heritage Entity (6 months in 2027)

ToR for Phase 2: Sponsored Traineeship at UNESCO Cairo Office (2026)

Under the overall authority of the Director of the UNESCO Cairo Office, and the direct supervision of the Culture Programme Specialist of the UNESCO Cairo Office, the incumbent will contribute to the UNESCO Heritage Programme managed by the UNESCO Cairo Office.

Under the guidance of the Director of the UNESCO Cairo Office, the supervisor and the trainee will agree upon objectives to achieve. Tasks assigned will be a combination of short-term assignments as much as addressing requests which need immediate action. This will require substantial flexibility and teamwork. The incumbent will be gradually given more responsibility and independence by the supervisor who will monitor and evaluate the performance of the trainee in terms of quality, ability to meet deadlines, problem-solving, initiatives and teamwork, according to the work plan/objectives established and agreed upon.

More specifically he/she will:

- Support in the coordination, implementation and monitoring of activities and projects under the Heritage Programme by conducting research on heritage sites, following conservation and management projects, collecting best practices in sustainable heritage management, promoting heritage awareness and education, and attending workshops and seminars on heritage management policies and practices to support Member States in their efforts to safeguard heritage in response to the global challenges and the implementation of the 2030 Agenda for Sustainable Development.
- Contribute to the implementation of the information and communication activities to enhance the visibility of the achievements of the project results.
- Ensure information sharing with relevant internal and external stakeholders in relation to activities implemented.
- Participate in resource mobilization efforts by supporting the preparation of concept notes, proposals and reports on relevant topics as well as briefs, factsheets, and presentations.
- Assist in organizing consultative and training workshops related to activities and projects under the Heritage Programme.
- Assist in implementing inter-sectoral and inter-agency projects and activities to integrate culture in sustainable development within the framework of the UN Partnership Development Framework (UNPDF) of Egypt.
- Undertake other assignments as requested by the Culture Programme Specialist and the Director.

REQUIRED QUALIFICATIONS

Education:

- University degree (Master's Degree or equivalent) in fields related to heritage management, archaeology, conservation, urban planning/development, conservation, and cultural policies.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Subjects:

- Heritage management, archaeology, conservation, urban planning/development, and cultural policies.

Language skills:

- Excellent knowledge of English and Arabic (oral and written). Knowledge of French is preferable.

Competencies and skills:

- Basic knowledge of UNESCO's work in the field of Heritage, Culture and Sustainable Development.
- Good organizational, planning and project design skills.
- Good (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner. Ability to analyze and collect, summarize and analyze information from various sources.

- Interpersonal and communication skills, including the ability to interact with a wide range of stakeholders within UNESCO.
- Strong sense of ethics, integrity, diplomacy, tact and discretion.
- Ability to work effectively in a team and maintain good working relationships in a multicultural environment.
- Capacity to multi-task with ability to manage a heavy workload and meet tight deadlines, paying close attention to detail and quality of work.
- Good IT skills including good knowledge of standard office software.

LEARNING OBJECTIVES

After the traineeship, the sponsored trainee will have:

- Acquired knowledge of UNESCO's Culture programme and the UNESCO Culture Conventions and their contribution to sustainable development.
- Gained knowledge of international cooperation through UNESCO's programmes and priorities.
- Attained basic experience in project management by setting objectives, preparing project documents, and developing appropriate monitoring and evaluation mechanisms.
- Gained knowledge of the work and general functioning of international organizations and UN system.
- Strengthened his/her analytical, communication, negotiation and interpersonal skills.
- Learnt how to deal with diverse stakeholders by building capacity, fostering partnerships and developing resource mobilization skills.

ADDITIONAL INFORMATION

<https://www.unesco.org/en/fieldoffice/cairo>



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Harare, Zimbabwe

Organizational Unit: UNESCO Regional Office for Southern Africa, Culture Unit

Supervisor (name, title): Elena Constantinou, Head of Culture Unit

DESCRIPTION OF THE TRAINEESHIP

Under the authority of the UNESCO Regional Director for Southern Africa and the direct supervision of the Head of the Culture Unit at the UNESCO Regional Office for Southern Africa (ROSA), the Trainee's will support the Office's efforts aimed at protecting and promoting both tangible and intangible heritage (including Southern Africa National Liberation Movements heritage) with particular focus on increasing the number of Southern African sites on the World Heritage List as well as the number of living heritage elements from the region that are inscribed on the Representative List of Intangible Cultural of Humanity. Within this context, the Trainee shall:

1. Support the implementation of the 1972 World Heritage Convention in the nine Southern African countries covered by the UNESCO Regional Office for Southern Africa. In this regard, the Trainee will:
 - (a) Conduct research on specific cultural and/or natural heritage sites that are already on the countries' World Heritage Tentative Lists with the objective of illuminating their Outstanding Universal Values.
 - (b) Assess, identify and recommend to the national authorities the sites with the most potential of getting inscribed on the World Heritage list if nominated.
 - (c) Support UNESCO activities in the region aimed at building national capacities for the development of nomination dossiers.
 - (d) Support countries with the elaboration of their nomination dossiers providing appropriate guidance in line with the World Heritage Convention.
 - (e) Support the development/review of Integrated Site Management Plans for specific World Heritage sites in the region to enhance their conservation and management.

- (f) Foster UNESCO ROSA's collaboration with the Advisory Bodies of the 1972 Convention, in particular the International Union for Conservation of Nature (IUCN), International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM) and the International Council of Monuments and Sites (ICOMOS) as well as with the African World Heritage Fund (AWHF).
2. Support the implementation of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage in Southern African countries. In this context, the Trainee shall:
- (a) Work with national partners, in particular the National Intangible Cultural Heritage Committees to identify living heritage elements with high potential of being inscribed on the Representative List of Intangible Cultural of Humanity.
 - (b) Support the national authorities with research and documentation for the identified elements.
 - (c) Support the national authorities and local communities to elaborate the nomination dossiers in line with the requirements of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage.
 - (d) Support UNESCO ROSA's capacity building initiatives in the region on the 2003 Convention.
3. Support the development and implementation of UNESCO ROSA's Southern African Liberation History project ensuring effective collaboration among the different Units. In this context:
- (a) Explore synergies between the Culture Unit and other Units (Education, Social and Human Sciences and Communication and Information) to collaborate on this project.
 - (b) Develop communication materials on the project that can be used for resource mobilization.

REQUIRED QUALIFICATIONS

Education: University Degree (Master's Degree or equivalent) in the field of culture, heritage management, archaeology, museum management, heritage conservation or related fields.

Subjects: Archeology, heritage management, research, conservation, emergency preparedness and response and intangible cultural heritage.

Language skills: Excellent knowledge of English (oral and written).

Competencies and skills: Professionalism, good organizational, networking and project management skills, ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.

LEARNING OBJECTIVES

- (a) Practical skills related to Results Based programme design and development, strategic planning, budgeting, implementation, monitoring and evaluation of culture and heritage projects.
- (b) Develop skills in partnership building and resource mobilization
- (c) Hands on experiences working with governments, UN Agencies, academia, and civil society organizations.
- (d) Improved knowledge and experience with the operations of UNESCO and the UN system and its coordination mechanisms in advocating for the achievement of Agenda 2030

ADDITIONAL INFORMATION

The trainee may be requested to participate in other Culture related activities apart from the ones above with the objective of enhancing his/her skills.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Kingston, Jamaica

Organizational Unit: UNESCO Office for the Caribbean , Culture Unit

Supervisor (name, title): Yuri Peshkov, Head of Culture Programme

DESCRIPTION OF THE TRAINEESHIP

Organization mission and objectives

The United Nations Educational, Scientific and Cultural Organization (UNESCO) Office for the Caribbean fits within UNESCO's decentralized field structure in Latin American and the Caribbean region and serves 20 countries and territories in the English and Dutch-speaking Caribbean. As United Nations specialized agency, UNESCO contributes to the United Nations Multi-Country Sustainable Development Cooperation Framework (UNMSDCF) for the English and Dutch-speaking Caribbean, through interventions in the fields of Education, Natural Sciences, Social and Human Sciences, Culture and Communications and Information.

Assignment context

UNESCO Office for the Caribbean is managing a programme for Resilience of Caribbean Small Islands Developing States (SIDS) to disasters and Climate Change through enhancing Culture Sector's disaster preparedness for effective response. The programme aims to build awareness and foster synergy between policies and practices for the protection of Culture from the effects of disasters through capacity building, awareness raising and advocacy in the Caribbean SIDS. The programme helps to identify ways in which workflows for risk reduction, emergency preparedness and response for the Culture Sector can be incorporated within the national/local disaster risk reduction and emergency management.

In relation to this, the Caribbean Plan of Action for Disaster Resilience and Recovery of the Culture Sector (2023-2033) constitutes a specific agenda geared towards supporting disaster resilience and recovery in the Culture Sector, through awareness-building, capacity-building, institutional strengthening, policy and legislation, promoting synergies and best practices across the region, and strengthening coordination between disaster, climate change and culture actors at the national level, and culture NGOS, UNESCO, CARICOM and CDEMA at the regional level.

Main duties and tasks

1. *Assist the Head of Culture Programme in the overall planning, implementation, monitoring, reporting, evaluation and documentation of the programme to strengthen resilience of Caribbean SIDS to disasters and Climate Change through enhancing Culture Sector's disaster preparedness for effective response.*
2. *Collect, register and maintain information on the implementation of the programme and organize the physical and electronic filing based on existing organizational standards, including all relevant documents, correspondence, reports, workplans, etc.*
3. *Support meetings with key stakeholders, as well as meetings with counterparts and other relevant entities, prepare documentation and minutes related to these meetings and ensure monitoring and follow-up on the commitments.*
4. *Provide programme management and general office support, including but not limited to processing and monitoring contract and payment schedules, supporting staff agendas, making/receiving calls, printing and photocopying, sorting and filing, among other relevant tasks.*
5. *Implement any other tasks within other priority areas as identified by the Director and/or Programme Specialist for Culture of the UNESCO Office for the Caribbean, provided those tasks are consistent with the incumbent's professional qualifications.*

REQUIRED QUALIFICATIONS

Education: Technical diploma

Subjects: International Development, Social Sciences, Cultural Studies or other relevant fields to the position

Language skills: Proficiency in English (oral and written)

Competencies and skills: (1) Ability to work effectively with diverse groups of professionals towards common goals and in an international environment; (2) High sense of responsibility and willingness to take initiatives; (3) Excellent communication and interpersonal skills; (4) Good IT skills, including advanced knowledge of MS Office (Word, Excel, PowerPoint, etc.).

LEARNING OBJECTIVES

Learning objectives of the traineeship

1. *Deeper understanding of the UN system at large and the role of UNESCO as the United Nations specialized agency.*
2. *Working in the multicultural international environment and enhancing social and teamwork skills to adapt to change and embrace diversity.*
3. *Building professional networks within the Caribbean Small Islands Developing States.*
4. *Enhanced skills in project management, content development, and monitoring and evaluation.*
5. *Increased personal organizational capacity, including individual responsibility, commitment, initiative, time-management, logistics and planning.*

ADDITIONAL INFORMATION

Living conditions

The incumbent will be based at the UNESCO Office for the Caribbean in Kingston, Jamaica. Kingston is designated a Hardship Category “A” duty station. No special precautions or conditions apply to staff members locating to this duty station.

Jamaica is a Caribbean country with a total population of approximately 2.9 million inhabitants and Kingston is its capital city. Living conditions are relatively good depending on the location. There is a good supply of water and electricity supply island wide. Housing conditions are of varying quality depending on the area. Travelers to Jamaica are advised to take normal security precautions required in larger cities and will receive a security briefing upon arrival to note areas to avoid.

Jamaica has a rich and diverse culture blended from around the world. The official language of Jamaica is English; however, one is most likely to hear the local dialect, Patois (Jamaican Creole). There are a number of international franchises and established local companies that will find the right accommodation for expatriates. Colleagues in the international community are also a good reference point for housing and other related services Jamaica has over 16 public and 6 private hospitals located around the island. Jamaica offers excellent food and dining options from casual dining experiences to fine restaurants.

Banks and ATMs are available to meet financial needs. The currency used is the Jamaican Dollar (JMD) and the rate of exchange with the United States Dollar is USD1.00: JMD 134.04 (the rate fluctuates daily). Credit cards and traveller’s cheques are widely accepted. The USD is a legal tender and several businesses will accept payment at the prevailing rate of exchange. The USD can be changed at local commercial banks. Hotels and Restaurants accept payments via USD and Master and Visa cards.

Kingston is the capital and largest city of Jamaica, located on the southeastern coast of the island, facing a natural harbor. This is where UN agencies are based and where the UN Volunteer will be working from. Jamaica has a tropical climate, specifically a tropical wet-and-dry climate, that borders on a hot-semi arid climate, characterized by a wet season from May to November, which coincides with the hurricane season, and a dry season from December to April. During the dry season, there is not much rainfall, however, cold and stationary fronts occur at this time and often bring heavy showers, especially in March. Kingston is on a coastal location, hence it comes under the influence of the sea, though dense urban development can negate this effect. Kingston plays a central role in Jamaica’s economy.

Most of the economic activity takes place within Kingston and as most government ministries are in the city, it is a key force in legislation in regard to Jamaica's finances. The high population density (662,426) of the capital city, means that most monetary transactions occur in Kingston - stimulating much of Jamaica's local economy. Jamaica has a well-established banking system and all major credit cards are accepted as a means of payment for commercial transactions.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: UNESCO Headquarters, Paris, France

Organizational Unit: World Heritage Centre, Arab States Unit

Supervisor (name, title): May Shaer, Head of Unit

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Assistant Director-General for Culture, the overall guidance of the Director of World Heritage and the direct supervision of the Head of the Arab States unit of the World Heritage Centre, the incumbent will contribute to the programmes and activities in the framework of the implementation of the World Heritage Convention in the Arab States.

Under the guidance of the Director, the supervisor and the trainee will agree upon the specific objectives to be achieved. Tasks assigned will be a combination of short-term assignments as much as addressing requests which need immediate action. This will require flexibility and teamwork. The incumbent will be gradually given more responsibility and independence by the supervisor who will monitor and evaluate the performance of the Trainee in terms of quality, ability to meet deadlines, problem solving, initiatives and teamwork, according to the work plan/objectives established and agreed upon. More specifically he/she will:

- Support in the coordination, implementation and monitoring of activities and projects under the Arab States unit of the World Heritage Centre.
- Contribute to the preparation of documents, which may be statutory in nature, as well as communication material to enhance visibility of activities and projects implemented under the Arab States.
- Ensure information sharing with relevant internal and external stakeholders in relation to activities implemented.
- Support the preparation of concept notes, proposals, reports, briefs, factsheets, and presentations.
- Assist in organizing consultative and expert meetings, as well as training workshops related to activities and projects implemented by the Arab States unit.
- Undertake any other assignment as requested by the supervisor.

REQUIRED QUALIFICATIONS

Education: University degree (Master's Degree or equivalent) in the field of culture, heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Subjects: Culture, Heritage management, architecture, urban planning/development, archaeology, conservation, cultural policies.

Language skills: Excellent knowledge of English or French (oral and written), good working knowledge of the other would be an asset. Knowledge of the Arabic language would be an asset.

Competencies and skills:

- Basic knowledge of UNESCO's work in the field of Culture, particularly in the framework of the 1972 World Heritage Convention.
- Good organizational, planning and project design skills.
- Good (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner. Ability to analyze and collect, summarize and analyze information from various sources.
- Interpersonal and communication skills, including the ability to interact with a wide range of stakeholders within UNESCO.
- Strong sense of ethics, integrity, diplomacy, tact and discretion.
- Ability to work effectively in a team and maintain good working relationships in a multicultural environment.
- Capacity to multi-task with ability to manage a heavy workload and meet tight deadlines, paying close attention to detail and quality of work.

LEARNING OBJECTIVES

Throughout the assignment, the sponsored trainee will acquire and learn about working in an intergovernmental system and particularly for a Secretariat of an international Convention. He/she will become more acquainted with issues related to the protection and conservation of the cultural and natural heritage sites of Outstanding Universal Value.

In particular, after the traineeship, the trainee will have:

- Acquired knowledge of UNESCO's Culture programme and in particular the 1972 World Heritage Convention and its statutory processes and mechanisms.
- Gained knowledge of UNESCO's Culture Sector priorities, as well as the contribution of culture and heritage to sustainable development, particularly in relation to the implementation of the World Heritage Convention.
- Obtained competences to work in an intercultural environment and with diverse stakeholders, including representatives and professionals from all regions of the world.

- Learnt how to organize international expert meetings and capacity building activities.
- Attained basic experience in project management, including in setting objectives and developing appropriate monitoring and evaluation mechanisms.

ADDITIONAL INFORMATION

The UNESCO World Heritage Centre follows up all matters related to World Heritage. It is responsible for organizing the annual sessions of the World Heritage Committee and its Bureau, provides advice to States Parties in the preparation of site nominations, organizes international assistance from the World Heritage Fund upon request, and coordinates both the reporting on the condition of sites and emergency actions undertaken when a site is threatened. The Centre also organizes technical seminars and workshops, updates the World Heritage List and database, develops guidance and training materials to raise awareness among young people of the need for heritage preservation, and keeps the public informed of World Heritage issues.

The Arab States unit of the World Heritage Centre coordinates the implementation of the World Heritage Convention in the Arab States region, composed of 19 States Parties, and implements projects and activities focused on capacity building and the sustainable management and conservation of World Heritage in the Arab States. The Action Plan for the Arab States (2021-2027) was endorsed at the extended 44th session of the World Heritage Committee (Fuzhou/Online, 2021). It comprises three strategic objectives, and a set of 35 actions linked to identified priorities.

<https://whc.unesco.org/>

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: UNESCO Headquarters, Paris, France

Organizational Unit: Culture Sector, Culture and Emergencies entity, Emergency Operations and Programmes Unit

Supervisor (name, title): Karalyn Monteil, Chief of Emergency Operations and Programmes

DESCRIPTION OF THE TRAINEESHIP

The Sponsored Trainee assigned to the Culture and Emergencies entity, Emergency Operations and Programmes Unit, will work under the overall authority of the Assistant Director-General for Culture, the overall guidance of the Director for Culture and Emergencies and the direct supervision of the Chief of Emergency Operations and Programmes.

Under the guidance of the Director for Culture and Emergencies, the supervisor and the trainee will agree upon objectives to achieve. Tasks assigned will be a combination of short-term assignments as much as addressing requests which need immediate action. This will require substantial flexibility and teamwork. The incumbent will be gradually given more responsibility and independence by the supervisor who will monitor and evaluate the performance of the Trainee in terms of quality, ability to meet deadlines, problem solving, initiatives and teamwork, according to the work plan/objectives established and agreed upon.

More specifically he/she will:

- Assist in conducting research and drafting texts, statutory documents, and reports related to the implementation of the 2015 Recommendation concerning Museums and Collections;
- Contribute to the development of policies, strategies, and conceptual frameworks to strengthen the role of museums in sustainable development and cultural preservation;
- Provide technical assistance for projects addressing museums in emergencies, including reviewing project proposals, progress reports, and evaluations;
- Contribute to planning and implementing activities for the celebration of the tenth anniversary of the 2015 Recommendation concerning Museums and Collections;
- Assist in the preparation of briefing notes, correspondence, web content, and other promotional or communication materials to enhance the visibility of the Museums Programme;
- Perform other tasks as assigned to support the overall objectives and activities of the Unit.

REQUIRED QUALIFICATIONS

Education: University degree (Master's or equivalent) in International Relations, Political Sciences or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Subjects: Museology, heritage studies, emergency preparedness and response, international development, or related subject.

Language skills: Excellent knowledge (written and spoken) of English, and working knowledge of Arabic. Knowledge of French would be an asset.

Competencies and skills:

- **Communication:** Excellent oral and written communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner.
- **Research and Analysis:** Ability to carry out research and to summarise and analyse information from various sources.
- **Teamwork:** Demonstrated ability to work effectively in a team and to maintain good working relationships in a multicultural and fast-paced working environment.
- **Planning and organizing:** demonstrated ability to prioritize and manage multiple tasks effectively, with strong attention to detail.
- **IT:** excellent knowledge of Microsoft Office (Word, PowerPoint, Excel, Outlook).
- Strong sense of ethics, integrity, diplomacy, tact and discretion.

LEARNING OBJECTIVES

At the end of the traineeship, and through self-learning, continuous mentoring and direct exposure to meetings and institutional processes, the incumbent will:

- Gain a comprehensive understanding of the role of culture and heritage in situations of Emergencies, with a specific focus on the application of the 2015 Recommendation concerning Museums and Collections;
- Acquire knowledge of UNESCO's policies, programmes, and interventions related to emergencies, including risk preparedness and response mechanisms for museums;
- Develop a solid understanding of the institutional framework of UNESCO as an intergovernmental organization within the UN system, with particular emphasis on the cultural conventions and their relevance to museums and collections;
- Enhance skills in drafting high-quality policy documents, statutory reports, briefings, and media content tailored to the context of an international organization;
- Learn through direct exposure to institutional meetings, events, and the organization of meetings, including the tenth anniversary celebration of the 2015 Recommendation.

ADDITIONAL INFORMATION

The Emergency Operations and Programmes Unit of the Culture and Emergencies Entity of the Culture Sector (CLT/CEM/EOP) is responsible for the implementation of UNESCO's culture programme in emergencies, building capacities for preparedness, deploying operational actions for response and recovery, and monitor culture in emergencies. The EOP Unit also steers and coordinates the Museums Programme in line with the 2015 Recommendation concerning the

Protection and Promotion of Museums and Collections, their Diversity and their Role in Society, and the Entity's contribution to UNESCO's programmes in support of global priorities and transversal programmes.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Yaoundé, Cameroon

Organizational Unit: UNESCO Regional Office for Central Africa, Culture Unit

Supervisor (name, title): Dodé Houehounha, Head of Unit

DESCRIPTION OF THE TRAINEESHIP

Within the strategic cooperation framework between UNESCO and the Royal Commission for AIUla, the incumbent will contribute to the design, implementation, and management of UNESCO's heritage conservation and management programs within the Yaounde Regional Office in Yaoundé.

Under the overall authority of the Regional Director for Central Africa and the Coordinator of UNESCO antenna in Chad and the direct supervision of the Head of the Culture Sector, the incumbent will:

- Participate in implementing ongoing conservation projects, helping to develop strategies and projects for the conservation of cultural and natural heritage sites;
- Assist in the heritage research programs in alignment with UNESCO's priorities;
- Support the strengthening of national policies on cultural heritage management by member states, ensuring adherence to international conventions, such as the World Heritage Convention and other relevant Conventions;
- Support the preparation, organization and implementation of training sessions, workshops, and seminars aimed at strengthening the capacity and skills of local authorities, heritage managers, and communities involved in heritage conservation;
- Contribute to the elaboration of briefing notes, progress reports, and other relevant documents by supporting research and data collection for specific purposes.
- Participate in the design, implementation, and monitoring of conservation management projects, including preparation of project proposals, budgets, and reports.
- Collaborate with government bodies, NGOs, academic institutions, and other international organizations to foster partnerships and research in heritage conservation;

- Collaborate with local communities to promote awareness and appreciation of cultural heritage and facilitate educational programs;
- Prepare regular reports, policy briefs, and technical papers on conservation activities and outcomes, and contribute to UNESCO publications and databases;
- Contribute to the Sector's communication and visibility exercises by updating the relevant webpage when required and designing and disseminating communication material to improve visibility and resource mobilization

REQUIRED QUALIFICATIONS

Education: University degree (Master's Degree or equivalent) in cultural heritage management, Conservation Science, environmental sciences, architecture, urban planning/development, archaeology, conservation, museum management, or a related field.

Subjects: Knowledge of cultural heritage management, museum studies, conservation and restoration, urban heritage and development, archaeological heritage, cultural policies and international relations, social and human sciences in heritage, technical art history

Language skills: Proficiency in English and French is essential; knowledge of Central African local languages is an advantage.

Competencies and skills:

- Strong analytical and research skills.
- Excellent written and verbal communication abilities.
- Ability to work collaboratively in a multicultural environment.
- Proficiency in using digital tools for research and documentation.
- Familiarity with project management principles is a plus.

LEARNING OBJECTIVES

The Trainee will acquire an understanding of the overall work of UNESCO and relevant experience in project design, planning, and implementation within an international and multicultural context and, more specifically, in the field of Culture. Learning objectives include but are not limited to:

- Design policy briefs using a variety of approaches, including tools such as case studies, group discussion work, facilitator input, and individual reflection.
- Gain a profound understanding of the context of global policy-making in the Culture Sector, especially in heritage research, conservation, and management. This includes the role of international organizations in setting standards, facilitating knowledge exchange, providing policy advice, enhancing human and institutional capacities, and facilitating cooperation.
- Gain experience and expertise in project design, planning and implementation in the field of culture, heritage management, and conservation, including in emergency and crisis settings.

- Develop critical-thinking skills by contributing original ideas to brainstorming and identification sessions with the team.
- Enhance understanding of available instruments and administrative procedures within UNESCO and the international system in the field of culture, heritage, and conservation.
- Develop and strengthen skills and competencies under the UNESCO Competency Framework, particularly teamwork, flexibility, communication, and a client-oriented service mindset, in addition to stakeholder management, problem-solving skills, interpersonal and intercultural skills, and work ethic.

ADDITIONAL INFORMATION

The traineeship is a 12-month sponsored program that presents a unique opportunity to engage in impactful cultural heritage initiatives in Central Africa. Participants will benefit from mentorship by seasoned professionals and take part in specialized training sessions and workshops to enhance their expertise. This program promotes professional development and fosters cultural understanding and collaboration among various communities. It seeks to advance scientific knowledge in Heritage Research and Conservation while bolstering World Heritage management capabilities, particularly in emergency preparedness and response. By integrating field training at the Kingdoms Institute with practical experience in UNESCO's culture and heritage programs, this initiative offers substantial learning opportunities for skilled heritage experts and professionals.