

PROGRAMME SPECIALIST (CULTURE)

Post Number : WHC 026

Grade : P-3

Parent Sector : Culture Sector (CLT)

Duty Station: Paris

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 06-SEP-2021

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, the general supervision of the Director of the World Heritage Centre (WHC), and the direct supervision of the Head of the Arab States Unit of the World Heritage Centre (WHC/ARB), the incumbent shall exercise the function of Programme Specialist contributing to the implementation of the 1972 World Heritage Convention in the Arab States Region for cultural and natural heritage, working within the Global Strategy adopted by the World Heritage Committee, using Periodic Reporting and Monitoring Reporting as an efficient conservation tool, implementing the strategic objectives and decisions adopted by the World Heritage Committee, cooperating with UN agencies on all related activities, and acting as Focal Point for a defined number of States Parties in the Unit within the World Heritage Centre.

In particular the incumbent will:

- Assist and advise States Parties to the 1972 Convention in planning, developing, and implementing outreach strategies aimed strengthening the credibility of the World Heritage List in the Arab States region and promoting their adherence to the World Heritage Convention.
- Facilitate advisory services to States Parties regarding their national inventories, the processing of Nominations for inscription on the World Heritage List, and procedures of revision and harmonisation of Tentative Lists.
- Provide advisory services to States Parties in enhancing management frameworks, the collaboration on specific themes including potential serial, transboundary and transnational sites, and the development of strategies and policies to ensure adequate protection, conservation and management of World Heritage.
- In cooperation with States Parties and Advisory Bodies to the World Heritage Committee, prepare and implement international assistance requests.

- Organise, coordinate, monitor and undertake reactive monitoring missions for the safeguarding and conservation of World Heritage properties in the Arab States. Participate in the monitoring of the properties' state of conservation, follow up the implementation of priority actions identified through the Periodic Reporting exercise in the Arab States, and ensure the proper implementation of the decisions and recommendations of the Governing Bodies of the Convention.
- Draft and prepare documents pertaining to the implementation of the Convention in the Arab States region, including for statutory meetings of the Governing Bodies, as well as provide inputs to assessments, analyses, briefings and reports.
- Plan, prepare and coordinate training and capacity-building activities related to the integrated management and monitoring of cultural and natural heritage. Participate in meetings, workshops, and conferences on heritage management and conservation and provide advice to States Parties in the field of reinforcing national capacities.
- Cooperate with the UN and other international organizations, governmental and non-governmental organizations, national institutions, site management authorities, universities, private partners, and UNESCO Field Offices in the development of joint activities.
- Contribute to resource mobilization for programmes and projects. Cooperate with donors to identify, generate, coordinate and implement voluntary contributions funded activities. Provide support to projects/activities within the One-UN process.

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)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in the field of Cultural and/or Natural Heritage, Humanities, Law or Natural Sciences with specialization in natural or cultural heritage, Culture, Archaeology, Architecture, International Relations, or related area.

Work Experience

- A minimum of 4 (four) years of relevant professional experience in the field of Cultural and/or Natural Heritage, of which preferably two years acquired at international level.
- Experience in designing, managing and implementing programmes and projects related to the field of Cultural and/or Natural Heritage.
- Experience in production of quality knowledge products such as briefings, reports, etc.
- Experience in resources mobilization and partnership development.
- Experience in work on decision-making procedures.

Skills/Competencies

- Good presentation, intercultural and diplomatic skills.
- Excellent written and oral communication skills, high level of drafting skills.
- Excellent coordination and interpersonal skills.
- Good knowledge of the regional geopolitical context, challenges and priorities.
- Good IT skills (Excel, Word, Outlook, PowerPoint, etc.).

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Relevant professional training in the field of the natural and cultural heritage.

Work Experience

- Relevant experience in the United Nations system or other multilateral organizations.
- Experience at national/local level in heritage institutions.

Skills/Competencies

- Good knowledge of UNESCO's programmes in the field of cultural and natural heritage and good knowledge of heritage-related policies, processes and legal instruments.

Languages

- Knowledge of other official UNESCO languages (Arabic, Chinese, Russian, 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.

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 applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) 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.