

## **CHIEF OF THE LIVING HERITAGE ENTITY (CULTURE)**

Post Number : CLT 338

Grade : P-5

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) : 8-SEP-2023

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

### **OVERVIEW OF THE FUNCTIONS OF THE POST**

The Living Heritage Entity (CLT/LHE) is responsible for the implementation of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage. It supports efforts to safeguard intangible cultural heritage, ensures respect for the intangible cultural heritage of the communities, groups and individuals concerned, and raises awareness of the importance of the intangible cultural heritage. The Entity supports the governance mechanisms of the Convention, develops periodic reporting and the assessment of nominations to the listing mechanisms. It also administers the International Assistance mechanism of the Intangible Cultural Heritage Fund and monitors related projects; designs, implements and monitors global programmes, strategies and funding priorities; develops new knowledge and training content; organizes training; provides technical backstopping for policy development; builds and maintains partnerships; develops resource mobilization proposals.

Under the direct supervision of the Assistant Director-General for Culture (ADG/CLT), the incumbent is responsible, in the context of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage, the UNESCO Medium-Term Strategy (C/4) and approved Programme and Budget (C/5), for ensuring the Secretariat of the Convention and for planning and implementing the programme of CLT/LHE. In this capacity, the incumbent is responsible for assisting the Statutory Organs of the Convention in all aspects of their decision-making; for the scientific and technical aspects of the design, implementation and monitoring of programmes, projects and activities in the areas of capacity building and policy development; for ensuring the appropriate visibility of the Convention and its contribution to the implementation of the UN-wide agendas for sustainable development and peace and security.

The incumbent leads the team of the Entity, and ensures the proper management of the approved programme and integrated budget of the Entity, while providing technical and analytical support for the planning, design, implementation, monitoring and reporting on programmes and projects as well as resource mobilization activities undertaken by the Entity, including for UNESCO's Global Priorities (Africa and Gender Equality), priority groups and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, Small Island Developing States (SIDS), and Youth. As Chief of the Entity (CLT/LHE), s/he supervises the staff of CLT/LHE and provides day-to-day oversight of their work.

In particular, the incumbent will:

- Plan and organize the statutory meetings of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage. Contribute to the Statutory Organs of the Convention in all aspects of their decision-making, including the processing of all nomination files and international assistance requests submitted under the Convention.
  - Ensure the intellectual and operational leadership for the scientific and technical aspects of the implementation and monitoring of programmes, projects and activities for safeguarding intangible cultural heritage.
  - Lead the organization of scientific conferences and meetings of relevance to intangible cultural heritage; elaborate or commission relevant scientific studies and publications; coordinate the collection and promotion of good safeguarding practices . Ensure close cooperation with the Secretariats of the other UNESCO Conventions in the field of culture.
  - Design, implement and monitor strategic approaches to translate the principles of the 2003 Convention for the Safeguarding of Intangible Cultural Heritage into policies and programmes at country and regional levels, notably by developing pedagogical materials, methods and tools, managing and implementing training and support activities. Provide guidance and backstopping to Field Offices for the planning, implementation, monitoring and evaluation of capacity-building activities.
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- Prepare, develop, oversee and ensure the implementation of workplans for the Entity, as well as their periodic reporting, within the approved Programme and Budget. Mobilize and monitor the implementation of the integrated budget to support the related activities, and establish and develop appropriate partnerships. Ensure sound management of all resources, including the International Fund for the Safeguarding of the Intangible Cultural Heritage, in line with expected results.
  - Conceive, plan and implement an overall communication and information strategy for the Convention, notably by elaborating and disseminating information materials, providing visibility to the decisions of the Statutory Organs ensuring communication with media and other stakeholders, organizing special events in cooperation with the relevant entities of the Culture Sector and the Communications and Public Engagement division.

### **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)  
Driving and managing change (M)  
Leading and empowering others (M)  
Making quality decisions (M)  
Managing performance (M)  
Strategic thinking (M)  
Building partnerships (M)

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

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's degree or equivalent) in the field of culture, social sciences, political science, international relations, law, humanities, or a related discipline.

### **Work experience**

- Minimum of ten (10) years progressively responsible relevant professional experience in designing and implementing programmes in the field of culture, of which preferably 5 years acquired at international level.
- Demonstrated and solid experience in managing intergovernmental processes in the field of culture.
- Experience in resource mobilization in the field of culture.

### **Skills/Competencies**

- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness to deal with sensitive matters.
- Excellent interpersonal skills with the ability to maintain effective working relations within a multi-cultural environment.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity, while ensuring continuous team training and development.
- Proven/recognized knowledge and expertise in designing global programmes, multi-stakeholder processes, knowledge exchange and networks with stakeholders from a diversity of regions around the world.
- Advanced project management skills.
- Strong organizational and coordination skills.
- Good IT skills (Microsoft Word, Excel, Intranet, Internet, etc.).

### **Languages**

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

## DESIRABLE QUALIFICATIONS

### Education

- Advanced university degree (PhD degree or equivalent) in the field of culture and/or in a field related to intangible cultural heritage (anthropology, linguistics etc...).

### Work experience

- Experience in the field of intangible cultural heritage.
- Experience in an international organization or United Nations agency.
- Proven experience in administration and management of financial and human resources.

### Skills/Competencies

- Excellent knowledge of the UNESCO 2003 Convention for the Safeguarding of the Intangible Cultural Heritage.

### Languages

- Knowledge of another/other official UNESCO language(s) (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 145 402 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 proces*