

Title: Project Officer
Domain: Culture
Grade: P-3
Organizational Unit: World Heritage Centre
 Culture Sector
Primary Location: Paris, France
Type of contract: Project Appointment
Post number: WHC/PA 015
Deadline (midnight, Paris time): 16 November 2012
Application to be sent to: wh-recruit@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the World Heritage Centre and the direct supervision of the Chief of the Communication, Education and Partnerships Unit (CEP) at UNESCO Headquarters, the incumbent shall manage an operational framework of activities guided by the fundamental principles of the regulatory Framework for the Partnerships for Conservation Initiative (PACT) and aimed at strengthening the number and quality of partnerships developed by the World Heritage Centre (WHC), notably with the private sector, to support the implementation of the 1972 World Heritage Convention. In this respect, the incumbent shall:

- Provide support for the formulation of strategies and methodologies for the implementation of partnerships for World Heritage;
- Build and nurture partnerships with civil society organizations and the private sector in general, seeking continual improvements in resource mobilization and partnership management at WHC in compliance with the Organization's existing policies;
- Analyze needs for each new partnership brokered, and make recommendations, including for adequate budgeting, for how these needs should be met prior to the signature of a new agreement;
- Oversee the development and timely finalization process of agreements (MoUs, cooperation frameworks...) established between WHC and partners;
- Elaborate fund-raising tools and materials and develop approaches for the dissemination of PACT results;
- Monitor projects performance (implementation arrangements, project completion reports, quarterly budgets, evaluations) within established frameworks;
- Ensure regular reporting on the implementation of PACT and provide inputs for any documents related to partnerships for World Heritage.

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree (Master's degree or equivalent) in the field of Fundraising, International Development, International Negotiation, Business Administration, Public Relations or other related fields. Qualifications in monitoring standards (ISO) and partnership brokering. Additional degree in a culture related field would be an advantage.

WORK EXPERIENCE

Four to seven years of relevant professional experience of which preferably 2 years acquired at international level in building and maintaining corporate partnerships with the private sector and multilateral organizations. Excellent knowledge of the World Heritage Convention and its processes.

SKILLS/COMPETENCIES

Excellent knowledge of international funding mechanisms; strong familiarity with the current debates in the field of public-private partnerships involving United Nations agencies. Proven experience in identifying and mobilizing funding sources and in planning, building, implementing and managing partnerships. Excellent communication, marketing, presentation and negotiation skills. Excellent organization and interpersonal skills; team-player in a multicultural environment. Demonstrate leadership skills.

LANGUAGES

Excellent knowledge of English or French. Good working knowledge of the other language. Knowledge of another official language of the Organization would be an asset.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details on [the ICSC Web site](#).

Please note that UNESCO is a non-smoking Organization.