

Title: Associate Project Officer
Domain: Culture
Grade: P-2
Organizational Unit: World Heritage Centre
Culture Sector
Primary Location: Paris, France
Type of contract: Project Appointment
Post number: WHC/PA 012
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 develop, coordinate and manage the World Heritage Education Programme, to support the implementation of the 1972 World Heritage Convention, with special emphasis on supporting greater involvement of Youth, a UNESCO priority. In this respect, the incumbent shall:

- Develop the World Heritage Education Programme and coordinate the activities, projects and initiatives, in close cooperation with the States Parties to the *World Heritage Convention*, the Regional Units of the World Heritage Centre (WHC) and relevant UNESCO Sectors and Field Offices, site management authorities, NGOs and the private sector;
- Contribute to development of strategies, design new approaches, methodologies and scopes; identify and analyze problem areas, make timely intervention and implement alternative courses of action to achieve Programme outputs;
- Prepare work plans, identify funds requirements, allocation needs and mobilize funds from donors and institutional sources for Programme projects, activities and initiatives; monitor execution, budget and expenditures, and prepare periodic projects implementation reports;
- Manage authorizations and develop guidelines for the use of the Patrimoine logo and rights authorizations for World Heritage education materials translation, adaptation and production;
- Supervise and manage project team providing direction and support as appropriate;
- Oversee the development and timely updates of the UNESCO/WHC websites pages dedicated to World Heritage Education Programme;
- Provide timely inputs and contributions to review, reports and documents on WHC youth related activities, prepare briefings and updates to be submitted through established mechanisms;
- Contribute to World Heritage publications and promotion activities.

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree (Master's degree or equivalent) in the field of education, culture, social sciences or other related fields. The requirement of an advanced university degree may be replaced by a combination of relevant qualifications/certification and professional experience.

WORK EXPERIENCE

Two to four years of relevant professional experience, of which preferably 1 year acquired at international level. Excellent knowledge of the World Heritage Convention and its processes. Working experience with Member States would be an asset.

SKILLS/COMPETENCIES

Experience in planning, implementing and managing projects to raise awareness. Leadership, management and organization skills in a multicultural environment. Excellent communication skills, including with audiences of various age levels and technical knowledge. Ability to promote and develop multi-stakeholder collaborations and communicate in politically sensitive situations with diplomacy and tact. Experience in negotiating complex projects with governmental donors. Experience in developing and publishing educational materials. Knowledge of UNESCO rules and regulations and international funding mechanisms would be an asset.

LANGUAGES

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

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.