

Title: Associate Project Officer
Domain: Culture
Grade: P-1
Organizational Unit: World Heritage Centre
 Culture Sector
Primary Location: Paris, France
Type of contract: Project Appointment
Post number: WHC/PA 014
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 carry out activities related to the Partnerships for Conservation Initiative (PACT), ensuring the backstopping on a daily basis, as well as of communication activities to support the implementation of the 1972 World Heritage Convention. In this respect, the incumbent shall:

- Assist in the management of partnerships with the private sector as appropriate, in particular in relation to communication approaches, ensuring quality control of the printed communication materials and web content;
- Ensure the collection, analysis and synthesis of audience data in relation to the existing media partnerships to report to CEP and other UNESCO services/units and provide inputs on how to improve the impact of such partnerships;
- Prepare contracts with individuals and suppliers to carry-out activities as necessary;
- Contribute to the elaboration of fund-raising tools and materials and propose policy, guidelines and relevant tools as appropriate to World Heritage stakeholders for the promotion of the *World Heritage Convention*;
- Update the website pages of the World Heritage Centre (WHC) dedicated to PACT-related activities and supervise wh-info facility on a regular basis;
- Participate in managing and organizing response to requests from the public, States Parties authorities and the media related to World Heritage including requests relating to the production of film documentaries and/or publications;
- Contribute to the preparation of briefings, reports and documents on Communication and Partnerships activities for WHC, UNESCO's Governing Bodies and World Heritage Governing Bodies.

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree (Master's degree or equivalent) in the field of communication, culture, social sciences, Fundraising, International Development, International Relations 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

One-two years of relevant professional experience, preferably within the UN system. Knowledge of the World Heritage Convention would be an asset. Experience in the field of communication and corporate partnerships desirable.

SKILLS/COMPETENCIES

Familiarity with the current debates in the field of public-private partnerships involving United Nations agencies and in particular in the field of culture and communication; Experience in planning, implementing and managing partnership projects to raise awareness; Ability to promote and develop multi-stakeholder collaborations; Excellent communication skills, including the ability to write clearly and concisely in English and/or French. Demonstrated organizational skills in a multicultural environment.

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.