

**Title:** Project Officer  
**Domain:** Culture  
**Grade:** P-3 – 60%  
**Organizational Unit:** World Heritage Centre  
 Culture Sector  
**Primary Location:** Paris, France  
**Type of contract:** Project Appointment  
**Post number:** WHC/PA 021  
**Deadline (midnight, Paris time):** 21 December 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 Asia and Pacific Unit (CLT/WHC/P/APA) at UNESCO Headquarters, the incumbent shall:

- 1) Develop, coordinate and manage the operational extrabudgetary project activities in the Philippines, Myanmar, Pakistan and Bangladesh. In this respect, the incumbent shall:
  - Plan, prepare, coordinate and implement the above-mentioned operational activities through organizing expert working group meetings and consultation meetings;
  - Advise and cooperate with the UNESCO Field Offices and the authorities in the coordination towards the implementation of the extrabudgetary projects, through technical assistance and advisory missions, meetings and correspondence;
  - Assist in the efficient and appropriate liaison between WHC, the above-mentioned UNESCO Field Offices and the authorities, institutions and experts in the logistical, technical and contractual arrangements for the implementation of the extrabudgetary projects;
  - Ensure adequate promotion of the projects through press releases and WHC Website, CD-Roms, etc.;
  - Manage budget and follow-up on all projects activities as per the projects' documents and workplans; and
  - Ensure adequate liaison with the Advisory Bodies and other related agencies;
  
- 2) Advise and assist the States Parties of East and South East Asia in the implementation of the *World Heritage Convention*, and in particular with:
  - the planning and development of activities within international assistance requests to reinforce the implementation of the *Convention* in line with strategic objectives set by the World Heritage Committee;
  - the preparation or updating of national inventories of cultural, natural and mixed sites and the harmonization of their Tentative Lists;
  - the cooperation with national, regional and international institutions, experts and Advisory Bodies for World Heritage nominations; and
  - the organization of missions for the safeguarding and conservation of World Heritage properties as requested by the World Heritage Committee and the drafting of reports on the findings of these missions;
  
- 3) Mobilize and negotiate extrabudgetary agreements with partners as appropriate, develop and implement operational activities to be funded by extrabudgetary sources in line with the regional programmes developed through the second cycle of Periodic Reporting exercise and adopted by the World Heritage Committee in close cooperation with national and international entities concerned for the preservation of cultural heritage and in particular:
  - Develop project proposals to mobilize extrabudgetary resources with potential donors;
  - Identify appropriate experts, institutes and NGOs;
  - Implement the projects and provide administrative and operational support carrying out contractual arrangements, procurements of equipment and materials, etc; and
  - Prepare various reports to donors.

## REQUIRED QUALIFICATIONS

### **EDUCATION**

Advanced university degree (Master's degree or equivalent) in the field of Cultural or Natural Heritage, Social Sciences, City Planning, History, Art History, Archaeology, Anthropology or other related fields.

### **WORK EXPERIENCE**

Four to seven years of relevant professional experience of which preferably 2 years acquired at international level. Excellent knowledge of the World Heritage Convention and its processes. Experience in implementing conservation projects under complex socio-political situations would be an asset.

### **SKILLS/COMPETENCIES**

Proven experience in management of extrabudgetary projects (preparation of proposals, design, implementation, monitoring and control). Proven capacity to build partnerships and coordination with a wide range of internal and external stakeholders. Excellent organization and interpersonal skills; team-player; research and writing skills. Demonstrated project leadership skills.

### **LANGUAGES**

Excellent knowledge of English or French and good working knowledge of the other language.

## 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.