Title: Project Officer  
Domain: Culture  
Grade: P-3 (Working time 80%)  
Organizational Unit: World Heritage Centre  
Division for Heritage, Culture Sector  
Primary Location: Paris, France  
Type of contract: Project Appointment  
Post number: WHC/PA 029  
Deadline (midnight, Paris time): 13 March 2015  
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 (WHC) and the direct supervision of the Chief of the Europe and North America Unit at UNESCO Headquarters, the incumbent shall in the framework of the Portuguese Funds-in-Trust on the “Support to the implementation of the World Heritage Convention”:

- Provide advice and strategic backstopping on statutory procedures, policies and issues related to the implementation of the World Heritage Convention in a cluster of countries in the region of Europe, including the follow-up with relevant authorities and partners on the Decisions of the World Heritage Committee concerning the properties inscribed on the World Heritage List and the preparation of the documentation and reporting to the World Heritage Committee on the state of conservation of the World Heritage properties;

- Coordinate and follow-up with the States Parties in the respective cluster for the implementation of the Action Plan adopted further to the Second cycle of Periodic Reporting in the region of Europe, advise on state of conservation issues and provide support and advice to the World Heritage networks in the countries in the cluster, including the newly created World Heritage Network for conservation in Portugal;

- Plan, prepare, coordinate and implement the different components of the Portuguese Funds-in-Trust project especially for cooperation on sites of Portuguese origin and World Heritage Cities, in close cooperation with the stakeholders concerned, including its reporting and contributing to the initiatives in the framework of the World Heritage Cities Programme, as well as to initiatives related to culture, heritage and sustainable development, particularly in the framework of the post-2015 Agenda.

REQUIRED QUALIFICATIONS

EDUCATION
Advanced university degree (Master’s degree or equivalent) in a field related Cultural or Natural Heritage, Social Sciences, History, Archaeology, or other related fields.

WORK EXPERIENCE
Four to seven years (of which preferably 2 years acquired at international level) of professional experience related to the protection and conservation of heritage at the national and international level. Excellent knowledge of the World Heritage Convention and its statutory processes. Familiarity with the work of the Advisory Bodies and relevant international conservation agreements or programmes.

SKILLS/COMPETENCIES
Proven capacity to coordinate and build partnerships with a wide range of internal and external stakeholders. Excellent communication, organization and interpersonal skills, team-player. Experience in development and management of extrabudgetary projects. Ability to manage programme portfolios.

LANGUAGES
Excellent knowledge of English or French. Very good knowledge of the other language, as well as knowledge of any official language of the Organization would be an asset.
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.