

# UNESCO Sponsored Traineeship Programme

## Terms of Reference

### GENERAL INFORMATION

**Duration:** 12 months

**Location:** UNESCO Paris

**Organizational Unit:** Heritage Division, World Heritage Centre, Africa Unit

**Supervisor (name, title):** Edmond Moukala, Chief of Unit

### DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Director of the UNESCO World Heritage Centre, the Deputy Director for Programme, and the direct supervision of the Chief of Africa Unit, the trainee shall exercise the following tasks.

1. Assist and advise State Parties from the Africa Region on processes, state of conservation reporting and project development for Natural/Cultural Heritage sites, in the framework of the implementation of the World Heritage Convention;
2. Assist in drafting and preparing documents pertaining to the implementation of the World Heritage Convention in the Region for the statutory meetings of the World Heritage Committee, and carry out necessary administrative and organizational tasks to follow-up and implement the recommendations and decisions of the statutory bodies;
3. In co-operation with African States Parties and with the Advisory Bodies to the World Heritage Committee, identify, prepare and implement international assistance projects (preparatory, emergency, conservation and management assistance), where appropriate and contribute to the implementation of the fund-raising strategy, including by elaboration of project proposals related to Natural/Cultural World Heritage in the Africa Region;
4. In co-operation with States Parties in the Region and with the Advisory Bodies to the World Heritage Committee, contribute to implement the recommendation of the Arusha International Conference on “the Safeguarding of African World Heritage as a Driver for Sustainable Development”, with a particular focus on the implementation of the SDG.
5. In co-operation with States Parties in the Region and with the Advisory Bodies to the World Heritage Committee, organize and undertake when necessary reactive monitoring missions to Natural World Heritage sites and report on the findings of the missions to the annual meetings of the statutory bodies of the World Heritage Convention

### REQUIRED QUALIFICATIONS

**Education:** University degree (M.Sc.)

**Subjects:** in the area of cultural and/or natural heritage conservation, such as Biology, Forestry, Protected areas, Marine or Environmental law or equivalent;

**Language skills:** Excellent knowledge of English or French. Depending on the prevalent language spoken within the relevant region, good knowledge of Spanish would be an asset.

**Competencies and skills:** Good adaptation skills to multicultural working environment and ability to deal with diplomatic sensitive issues; Analytical skills to examine material, prepare and process documents for statutory meetings; Computer skills for word processing, excel, database knowledge, internet, etc.;

## LEARNING OBJECTIVES

The trainee will be fully trained to work in an intergovernmental system and for an international Convention Secretariat, as well as on the conservation of cultural and natural heritage sites of Outstanding Universal Value. In particular, he/she will:

1. Obtain competences to work in an inter-cultural environment and to work with representatives and professionals from 192 States Parties and with colleagues from all regions of the world;
2. Learn how to prepare documents for statutory meetings under the *World Heritage Convention*;
3. Understand UNESCO's divisions and structure (first six months) and the UN system;
4. Learn how to process World Heritage nominations, international assistance requests and funding project proposals etc. and how to prepare international advisory and monitoring missions and reporting and to liaise with NGOs and IGOs and to prepare international expert meetings.

## ADDITIONAL INFORMATION

The candidate may preferably have 2-3 years professional experience in conservation and management projects related to natural/cultural heritage.

The UNESCO World Heritage Centre was established in May 1992 to promote adherence to, and more effective implementation of, the *Convention concerning the Protection of the World Cultural and Natural Heritage*. The Centre was set up to develop an integrated, trans-disciplinary approach to the conservation and management of both cultural and natural heritage of Outstanding Universal Value, in the framework of the directives adopted by the World Heritage Committee and the General Assembly of States parties to the *Convention*. Since its establishment, the Centre has worked closely with the Advisory Bodies set up by the *Convention* (ICCROM, ICOMOS and IUCN) and with relevant sectors at UNESCO and Field Offices in redefining concepts of cultural and natural heritage and in identifying and protecting new types of properties in the framework of the Global Strategy adopted by the World Heritage Committee.

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