



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on *Cultural Heritage (Heritage preservation and Post-earthquake reconstruction)*

Sector: Culture/UNESCO Office in Kathmandu

Duty station: Lalitpur, Nepal

Director/Head of the office: Christian Manhart

Trainee supervisor: Christian Manhart, Head of the Office, c.manhart@unesco.org

Sanepa-2, Lalitpur

P.O. Box 14391, Kathmandu, Nepal

Tel.: +977-1-5554396

Fax: +977-1-5554450

www.unesco.org/kathmandu

2. DESCRIPTION

Duration: 12 months

Description of tasks:

- *Assist specialists in the cultural heritage rehabilitation and reconstruction damaged by the 2015 Earthquake;*
- *Provide support for the implementation of regular programme and on-going extra-budgetary project activities including preparing related reports, web reports, and press releases, maintaining good records of work and maintaining regular contacts with stakeholders;*
- *Assist in organizing technical meetings and training workshops related to post-earthquake rehabilitation and reconstruction and liaise with stakeholders concerned;*
- *Prepare monthly status reports on the issues, state of conservation and post-earthquake rehabilitation and reconstruction of the Kathmandu Valley World Heritage Site;*
- *Assist in drafting of the progress reports on programme activities and projects funded under regular and extra-budgetary resources;*
- *Assist in preparing new project proposals to be funded by potential donors, in line with programme priorities and considering post-earthquake situation;*
- *Undertake any other task as assigned by the office;*

Learning objectives:

After the assignment the trainee will have:

- *Acquired an in-depth knowledge of culture programme related to UNESCO's areas of competence and of the culture sector in Nepal*
- *Learnt how to deal with diverse stakeholders;*



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- *Attained Field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms*
- *Gained solid working knowledge of the operations of an intergovernmental organization;*
- *Strengthened his/her analytical, communication, negotiation and interpersonal skills;*
- *Acquired the ability to successfully bring onboard new funding partners.*

3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- *At least a B.A., preferably a M.A. in the field of heritage conservation and management or equivalent*

Work experience (if needed):

- *Experience to work in multicultural environment would be desirable*

Language requirements:

- *Excellent English (reading, speaking, drafting)*

Core Competencies:

- *Teamwork: "Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment" etc.*
- *Communication: "Ability to speak and write clearly and effectively" etc.*
- *Planning and organizing: "Ability to develop clear goals that are consistent with agreed strategies" etc.*
- *Commitment to Continuous Learning: "Ability to keep abreast of new developments in own occupation/profession" etc.*
- *Respect for Diversity: "Works effectively with people with diverse backgrounds" etc.*

Other skills:

- *Very good computer and information literacy*
- *Skill of drawing software such as AutoCAD or Google Sketch Up will be an asset*
- *Able to work under tight deadlines*
- *Project proposal drafting and event organizing skills are an asset*

Further remarks (if needed):

- *Candidates with general understanding of and/or having specific interest in South-Asian context would be an asset.*