

## Junior Professional Officers (JPO) Programme

### Terms of Reference

#### GENERAL INFORMATION

**Title: Junior Professional Officer – Implementation of the 1972 Convention Concerning the Protection of the World Cultural and Natural Heritage in the Arab States region.**

**Organizational Unit: Culture Sector, World Heritage Centre, Arab States (CLT/WHC/ARB).**

**Duty Station: Paris, France**

#### BACKGROUND INFORMATION

Established in 1992, the UNESCO World Heritage Centre is the focal point and coordinator within UNESCO for all matters related to World Heritage. The Centre organizes the annual sessions of the World Heritage Committee and its Bureau, provides advice to States Parties in the preparation of site nominations, organizes international assistance from the World Heritage Fund upon request, and coordinates both the reporting on the condition of sites and the emergency action undertaken when a site is threatened. The Centre also organizes technical seminars and workshops, updates the World Heritage List and database, develops teaching materials to raise awareness among young people of the need for heritage preservation, and keeps the public informed of World Heritage issues. Moreover, the UNESCO World Heritage and Sustainable Tourism Programme represents a new approach based on dialogue and stakeholder cooperation where planning for tourism and heritage management is integrated at a destination level, the natural and cultural assets are valued and protected, and appropriate tourism developed.

The Third Cycle of Periodic Reporting on the application of the World Heritage Convention in the Arab States region has just been completed, the report of which will be presented to the World Heritage Committee at its upcoming session.

#### SUPERVISION

**Direct supervision by: May Shaer, Head of Arab States unit, World Heritage Centre**

The Arab States unit of the World Heritage Centre coordinates the implementation of the World Heritage Convention in the Arab States region, composed of 19 States Parties. He/She will assist the unit in coordinating the implementation of Convention in the region, by working closely with the team of the unit and in collaboration with other units of the Centre. Under the overall authority of the Director of the World Heritage Centre, he/she will be under the direct supervision of the Head of the Arab States unit,

#### DUTIES AND RESPONSIBILITIES

Within this context, the JPO will be responsible for:

- Contributing to the follow-up of the Third Cycle of Periodic Reporting in the Arab States.
- Supporting the enhancement of site management and sustainable tourism development at World Heritage properties in the Arab States, in line with the World Heritage Sustainable Tourism Programme.

- Assisting in the organization of expert meetings and the development of capacity building workshops.
- Contributing to drafting and preparing statutory documents pertaining to the implementation of the World Heritage Convention in the region.

#### **REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master's degree or equivalent) in architecture, heritage conservation or management, archaeology, geography or related field.

**Work experience:**

- Minimum of three years of professional experience in cultural or natural heritage resources conservation or management, at the national, and if possible, the international level, preferably in the Arab States region.
- Familiarity with cultural tourism and sustainable tourism approaches, conservation and management projects related to cultural heritage is desirable.
- Knowledge of the 1972 World Heritage Convention is desirable.

**Competencies and skills:**

- Good organizational skills.
- Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner.
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.
- Good analytical skills to examine material, prepare and process documents for statutory meetings.
- Computer skills for word processing, excel, database knowledge, internet, etc.

**Languages:** Excellent knowledge of English or French, and good knowledge of Arabic.

#### **LEARNING ELEMENTS**

Throughout the assignment, the JPO will be fully trained in working in an intergovernmental system and for an international Convention Secretariat. In addition, he/she will become more acquainted with issues related to cultural tourism and the conservation of cultural and natural heritage sites of Outstanding Universal Value.

In particular, he/she will:

1. Become familiar with UNESCO's structure, divisions, and governance.
2. Obtain competences to work in an intercultural environment and with representatives and professionals from all regions of the world.
3. Gain knowledge about the implementation of the World Heritage Convention and its statutory processes, including in relation to monitoring mechanisms and reporting, and processing of International Assistance requests.
4. Acquire understanding of the UNESCO World Heritage and Sustainable Tourism Programme and its implementation.
5. Learn how to organize international expert meetings and prepare documents for statutory meetings under the World Heritage Convention.