



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Culture

Sector: Culture

Duty station: Windhoek, Namibia **Director/Head of the office:** Dr. Jean Pierre Ilboudo

Trainee supervisor: Boyson Ngondo, b.ngondo@unesco.org

2. DESCRIPTION

Duration: 12 months

Description of tasks: The trainee will:

- Participate in the following areas, including 1972 World heritage convention, 2003 Intangible heritage convention and cultural statistics (part of 2005 diversity of cultural expressions Convention but more based on the CDIS—Cultural for Development Indicators)
- Provide support for the implementation of on-going projects activities
- Assist in preparing new project proposals to be funded by potential donors
- Contribute to the drafting of the progress reports on programme activities and projects funded under regular and extra-budgetary resources;
- Assist in organizing consultative and training workshops;
- Carry out any other duty considered relevant to the experience he/she needs to acquire

Expected contribution (major expected outcomes):

- Periodic status reports on the progress of activities being carried out by UNESCO and its partners
- Project proposals for extra-budgetary cooperation in the field of cultural preservation
- Enhanced cooperation of national authorities with experts in project activities
- Timely submission of reports to HQ and donors for better cooperation in the field

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
- Learnt how to deal with diverse stakeholders;
- Attained field project management skills such as 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.



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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 cultural policies; heritage conservation and management, social sciences, cultural anthropology, cultural industries, inclusive social/economic development or equivalent

Work experience (if needed):

- Relevant professional experience or previous internship in multicultural environment would be desirable

Language requirements:

- Excellent English (reading, speaking, drafting); knowledge of French or another official language of UNESCO would be an asset

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:

- Capacity to be multi-task and proactive;
- Able to work under tight deadlines;
- Excellent IT skills to carry out the work.