

Vacancy: World Heritage Evaluation Specialist

International Council on Monuments and Sites (ICOMOS)

Charenton-le-Pont (France, 94)

23/05/2024

Permanent contract

Start : September 2024



Field

World Heritage

Who are we?

The International Council on Monuments and Sites (ICOMOS) is a non-governmental organisation with a mission to promote the conservation and valorisation of cultural heritage around the world. As an association of members, it brings together nearly 11,000 cultural heritage professionals in more than 130 countries. As the official Advisory Body for the implementation of the UNESCO World Heritage Convention, ICOMOS examines cultural and mixed candidature files (requests for preliminary analysis and nominations) for the World Heritage List. It also provides opinions and advice on potential future nominations. Finally, it participates in the examination of international assistance requests and contributes to capacity-building activities, particularly in relation to the establishment or updating of tentative lists.

These activities are carried out by the Evaluation Unit, one of the two units dedicated to World Heritage at ICOMOS international headquarters, with the support of its worldwide network of experts and its team of Advisors. ICOMOS is now opening up the position of World Heritage Evaluation Specialist.

Job description

Reporting to the Director of the Evaluation Unit,

- Coordinate all work relating to the assessment of nominations for the World Heritage List, in particular:
 - Identification of potential international experts for consultation,
 - Exchanges with and monitoring the work of the advisers,
 - Participation in dialogue with States Parties,
 - Contribution to the organisation of the ICOMOS World Heritage Committee (Panel),
 - Critical revision of texts (interim and final evaluation reports),
 - Proofreading translations in English and French,

- Participate in advisory work on Tentative Lists or individual properties.
- Lead and coordinate research and capacity-building activities.
- Contribute, in collaboration with the Head of Communications, to the drafting of content (website, social networks, press releases, etc.) relating to the activities of the Evaluation Unit.
- Represent ICOMOS, as required, at international meetings and conferences.
- Participate in other tasks or projects, upon request of the Unit Director.

Desired qualifications

- University degree (minimum Master's level) - or equivalent - in a field such as art history, archaeology, architecture, cultural heritage, political science, international relations, international project management.
- At least 8 years of professional experience in an international organization, public administration, foundation or equivalent structure. Varied, demonstrated professional experience at a regional or international level, in a managerial or coordinating position, as well as in project management and international relations, will be considered an asset.
- Sound knowledge of the World Heritage Convention and the Operational Guidelines for the Implementation of the World Heritage Convention, necessary to understand the context of ICOMOS' work and to make appropriate use of the terms and concepts used in the work.
- Openness and empathy in acknowledging and understanding inherent differences in cultural diversity and sensitivity to political and diplomatic issues.
- Excellent teamwork skills and ability to coordinate various players in multicultural environments. A sense of service.
- Attention to detail, initiative, reliability and rigour.
- Excellent written and verbal communication skills. A perfect command of written and spoken English and French is essential. Bilingual or native English is considered an asset.
- Ability to work under pressure and to meet extremely strict deadlines, without exception. Willingness to react quickly during busy periods of the year is essential.
- Strong IT skills, including knowledge of the Microsoft Office suite.

Starting date

Preferably from September 2024 (exact start date flexible).

Application deadline

7 June 2024

Type of contract / salary

Permanent contract / French work permit required

Salary depending on candidate's profile and experience: €35,000-40,000 gross per annum

Location

Position based at ICOMOS headquarters in Charenton-le-Pont, France, with the possibility of working partially remotely (1 to 2 days per week).

How to apply?

A cover letter, detailed curriculum vitae (including references if available), writing samples (if available) - all in English only, should be emailed to secretariat@icomos.org - or submitted via Proficulture.com - no later than 7 June 2024.

Please only apply if you meet the language requirements!

Shortlisted candidates will be interviewed in Charenton-le-Pont, France. Due to the number of applications we receive, we will only be able to respond to shortlisted candidates - thank you for your understanding.

ICOMOS address

11 rue du Séminaire de Conflans
94220 Charenton-le-Pont

Website and social media

<https://www.icomos.org/>

