

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Kathmandu, Nepal

Organizational Unit: UNESCO Office in Kathmandu

Supervisor: Christian Manhart, Head of the Office

DESCRIPTION OF THE TRAINEESHIP

The intern shall work under the overall authority of UNESCO Representative to Nepal and the direct supervision of the Culture Unit and shall assist the UNESCO Office in Kathmandu in implementing activities related to the preservation of Nepal's tangible heritage. In particular, the trainee shall:

- 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;
- Carry out any other duty considered relevant to the experience he/she needs to acquire;
- Undertake any other related official assignments as requested by the Head of UNESCO Office in Kathmandu;

REQUIRED QUALIFICATIONS

Education: At least a B.A., preferably a M.A

Subjects: Architecture, Civil Engineering, Structural Engineering, or equivalent, specialization in heritage or demonstrated experience will be an asset;

Work experience (if needed):

- Experience in the area of heritage conservation and management, preferably in post-disaster situations would be desirable;
- Project proposal drafting and event organizing skills will be an asset.
- Experience working with bilateral and multilateral donor agencies and NGOs will be an asset;
- Familiarity with the work and general functioning of the United Nations System will be an asset;
- Knowledge of the geopolitical context of the region will be an asset.

Language skills: Strong technical, written and spoken English skills;

Competencies and skills:**Core Competencies:**

- Creativity in addressing heritage conservation and management challenges;
- Ability to clearly express ideas in concept notes, formal proposals, discussions, and public presentations;
- Fundraising and networking skills (with partners and donors);
- Ability to collaborate with people from diverse backgrounds and cultures, and maintain effective working relations within a multi-cultural setting.

Other skills:

- Candidates with general understanding of and/or having specific interest in South-Asian context would be an asset.
- Good understanding of international development cooperation, particularly in the area of heritage preservation;
- Knowledge on UNESCO's action globally, especially UNESCO cultural conventions and its action in the field of culture;
- Good understanding of project planning, management and evaluation skills;

LEARNING OBJECTIVES

After the assignment the trainee will have:

- Acquire an in-depth knowledge of culture programme related to UNESCO's areas of competence and of the culture sector in Nepal
- Learn about project management and liaising with stakeholders;
- Getting acquainted with operations of a UNESCO Field Office;
- Gain solid working knowledge of the operations of an intergovernmental organization;
- Strengthen his/her analytical, communication, negotiation and interpersonal skills,
- Possibilities of participating conferences and workshops organized by UNESCO and other culture stakeholders in Nepal.