

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Tehran, Iran

Organizational Unit: Culture Unit

Supervisor: Ms. Mahta Mohegh

DESCRIPTION OF THE TRAINEESHIP

1. Provide support for the implementation of Culture activities in Iran and Turkmenistan, as well as capacity-building activities at the cluster level, including Pakistan and Afghanistan.
2. Provide support for the development of sustainable tourism in Iran and Turkmenistan.
3. Assist in organizing consultative meetings, conferences and training workshops related to Culture
4. Contribute to the drafting of project proposals, reports, speeches, presentations and background documents related to UNESCO's Culture Programme
5. Act as the main focal point for Silk Road initiatives
6. Represent the Office in meetings related to Culture, as appropriate.
7. Support resource mobilization efforts for UNESCO's Culture activities.
8. Carry out any other duty considered relevant to the experience he/she needs to acquire.

REQUIRED QUALIFICATIONS

Education: Master's degree

Subjects: Cultural studies, social sciences, international relations, or a related topic. Basic prior knowledge of UNESCO's Culture Programme is desirable.

Work experience (if needed): Minimum of 1 year of work experience is desirable.

Language skills: Fluency in English is required for this position. Knowledge of other languages is desirable.

Competencies and skills:

Core Competencies:

- Teamwork: Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment
- Communication: Ability to speak and write clearly and effectively.

- Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies; ability to prioritize and organize his/her work and meet tight deadlines.
- Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field of culture
- Respect for Diversity: Ability to work effectively with people from diverse cultural and religious backgrounds; shows respect for local customs and traditions.

Other skills:

- Capacity to be proactive and work independently under the supervision of the Programme Officer.
- Excellent IT skills to carry out regular office work (Microsoft Office, email).

LEARNING OBJECTIVES

After the assignment the trainee will have:

- Acquired an in-depth knowledge of the Culture activities of UNESCO in the region and around the world;
- Acquired an in-depth knowledge of UNESCO's Culture Conventions;
- Learnt how to deal with diverse stakeholders, including Government Officials, National Commissions for UNESCO, NGOs, universities and research institutes, UNESCO Category II Centers in the region, the private sector, media, and civil society;
- 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.

ADDITIONAL INFORMATION

The countries covered by the UNESCO Tehran Cluster Office are Afghanistan, Iran, Pakistan and Turkmenistan. The UNESCO field offices in Kabul and Islamabad implement their own programmes in Afghanistan and Pakistan, whereas the UNESCO Tehran Cluster Office directly implements all programmes in Iran and Turkmenistan. In addition, the Office organizes capacity-building workshops at the cluster level to benefit all four countries. As Iran and Turkmenistan both have ancient civilizations and played an important role on the Silk Road, UNESCO's Culture programme is very important in both countries and enjoys high visibility. In 2017, the Office will be supporting the training of specialized Silk Road tour guides, the development of sustainable cultural tourism (with a specific focus on the Silk Road), capacity building of World Heritage Sites Managers, training on museum management and the illicit trafficking of cultural property; the strengthening of safeguarding of intangible cultural heritage; and the promotion of creative industries.