

Post Title:	Project Manager ((Please note that only candidates entitled to work in France may apply for this post.))
Domain:	Culture
Grade:	Level 4E
Organizational Unit:	Culture Sector, Division for Heritage, Movable Heritage and Museums Section
Primary Location:	Paris, France
Recruitment open to:	External candidates
Type of contract:	Service Contract
Duration of contract:	From 3 April to 31 December 2018
Monthly salary:	Approx. 3268.54 EUROS
Deadline (midnight, Paris time):	23 March 2018
Application to be sent to:	convention1970@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the Division for Heritage and the general supervision of the Chief of the Section for Movable Heritage and Museums, and the direct supervision of the Programme Specialist of the Section for Movable Heritage and Museums, the incumbent shall coordinate and be responsible for the successful implementation of the EU-funded project "Training the European judiciary and law enforcement on the fight against the illicit trafficking in cultural property". S/he will concentrate on the two main activities, i.e. the production of training materials and the organization of a three-day capacity-building training, as well as ensuring the visibility of the project. In particular, s/he shall perform the following tasks:

1. Production of training materials and practical tools developed by UNESCO and its partners:
 - Analyze the current state of the art and develop the contents of the training materials ensuring their adequacy with the trainee's profile;
 - Supervise the work of the consultant in charge of drafting the training materials;
 - Coordinate the sound production of the hard copy of the training materials, in French and English;
 - Ensure the development of the e-learning modules, in French and English, including the selection of the software company and the selection and production of audiovisual material for the e-learning modules;
 - Update the contents of the e-learning modules in relation with the software company throughout the implementation of the project;
2. Organization of a three-day capacity building training:
 - Analyze the needs of the beneficiaries based on their profile;
 - Based on the aforementioned analysis and the training materials developed, identify concrete topics for the session and develop the programme of the training;
 - Identify the trainers and trainees (2 focal points per beneficiary country) for the training;
 - Manage the organization of the training, and ensure that the logistical arrangements are put in place by the administrative team;
 - Conceptualize and design all working documents and materials for the training;
 - Produce the analytical summary of the results of the training.

3. Visibility of the project funded by the EU and UNESCO on the protection of cultural property and the fight against its illicit trafficking. For the visibility, the incumbent shall:
 - Develop and regularly update the specific web page to raise awareness about the EU funded project on the UNESCO website;
 - Prepare press releases and develop other communication tools in close cooperation with the Division of Public Information of UNESCO ;
 - Ensure the visibility of the project on UNESCO Social Media channels including LinkedIn, Facebook and Twitter, Pinterest and Instagram by preparing messages adapted to each media, in close cooperation with the Division of Public Information of UNESCO;
 - Coordinate closely with the Directorate General for Education and Culture of the EU in the events organized in the framework of the European Year of Cultural Heritage (2018) by providing briefings and any other materials on the project and the cooperation between UNESCO and the EU in the field of the fight against the illicit trafficking in culture property;
 - Review all issues related to copyrights and logos and take appropriate actions for the training materials and other materials produced within the project.

- **REQUIRED QUALIFICATIONS**

EDUCATION

- Advanced university degree (Master's or equivalent) in the field of international law, international affairs, European studies or equivalent.

WORK EXPERIENCE

- A minimum of 2 years' experience in international law, international affairs, European studies or related field, preferably with a United Nations Agency or an International Organization.
- Experience in project planning and management.

SKILLS/COMPETENCIES

- Excellent planning and organizational skills;
- Excellent communication skills (oral and written);
- Ability to plan, prioritize and organize work and to demonstrate initiative;
- Ability to work independently;
- Good interpersonal skills and the ability to establish an excellent relationship within a multicultural team;
- Very good IT skills, including knowledge of MS software (word, excel etc.).

LANGUAGES

- Excellent knowledge of English and a good working knowledge of French.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in management and planning of European Union projects.

HOW TO APPLY

To apply please send your application by e-mail to convention1970@unesco.org by 23 March 2018. Candidates should send application letter and resume, in English or French.