**Logo

Description automatically generated**

**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit**: Culture Sector (CLT), World Heritage Centre, Culutre|2030 Indicators Team

**Supervisor (name, title):** Jyoti Hosagrahar, Deputy Director of World Heritage

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT), the general supervision of the Director of World Heritage, the general supervision of the Deputy Director, the trainee shall assist the UNESCO Culture|2030 Indicators implementation in the relevant countries and cities in close cooperation with the team members for the planning and coordination of activities for the implementation of the UNESCO CultureI2030 Indicators:

* Assist team members in their activities to support implementation of the UNESCO Culture|2030 Indicators globally including implementation in partner countries and cities;
* Assist in the elaboration as well as drafting of external and internal project communication for the UNESCO Culture|2030 Indicators initiative, as well as World Heritage and Sustainable Development including for the website dedicated to the initiative;
* Assist in reviewing and updating of Capacity building material developed for the programme in view of the second phase of implementation
* Support the logistical organization and smooth running of international workshops as needed;
* Assist in managing digital exchange platforms related to the programme;
* Assist in updating content and ensuring consistency of the website dedicated to initiative, including the online database for the CultureI2030 Indicators;
* Assist in preparing as needed draft documents/ presentations on UNESCO Culture|2030 Indicators and World Heritage and Sustainable Development;
* Assist in any other related tasks.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s degree or equivalent) or currently pursuing in Economics, information science, or management, urban planning, geography, or any culture related field or international relations

**Subjects:** Sustainable Development, Cultural heritage, Public Policy, Planning, Economics, Political Science, Project Evaluation or Statistics

**Language skills:** Excellent knowledge of either English or French and good knowledge of the other language desirable

**Competencies and skills:**

* Strong written and oral communication skills; with ability to draft high-quality, clear and concise documents and reports;
* Good interpersonal skills and team player;
* Adaptation skills to work harmoniously in a multicultural working environment; Ability in dealing with data and archiving information;
* Familiarity with project evaluation and management tools;
* Familiarity Quantitative and qualitative data analysis;
* Familiarity Data visualization techniques; and with relevant computer software

**LEARNING OBJECTIVES**

* Enhance knowledge of World Heritage, Culture, cultural data and Sustainable Development Goals;
* Develop communication skills;
* Develop capacities to build materials for workshops;
* Develop organization capacities;
* Enhance of knowledge of data and digital tools;
* Enhance drafting skills;
* Increase knowledge of an international organization and ability to work in a multicultural environment and with different working methods

**ADDITIONAL INFORMATION**

The UNESCO Culture|2030 Indicators is a framework of thematic indicators whose purpose is to measure and monitor the progress of culture’s enabling contribution to the national and local implementation of the Sustainable Development Goals and Targets of the 2030 Agenda for Sustainable Development. The initiative is integrated into UNESCO’s Programme and Budget for 2022-2025 (41 C/5) and the work on it across the Culture Sector is led by the Deputy Director of World Heritage. The UNESCO Culture|2030 Indicators provide a conceptual framework and methodological instruments for countries and cities to assess the contribution of culture to the SDGs as part of the existing implementation mechanisms of the 2030 Agenda at the national or local levels. The framework will assess both the role of culture as a sector of activity, as well as the transversal contribution of culture across different SDGs and policy areas. Evidence gathered will inform policies and decisions as well as operational actions. In the period 2021-2022, 12 countries and 14 cities are already implementing this thematic framework with more than 10 countries and cities expected to join in 2024 in the second phase of implementation.

More information available on the website: https://whc.unesco.org/en/culture2030indicators/