

## **World Heritage Programme Associate, Advisory and Monitoring Unit**

International Council on Monuments and Sites (ICOMOS)

Charenton-le-Pont (France, 94)

18 September 2024

Permanent position

Start : November 2024



### **Field**

World Heritage

### **What is ICOMOS?**

The International Council on Monuments and Sites (ICOMOS) is a non-governmental organisation with a mission to promote the conservation and enhancement of cultural heritage around the world. As an association of members, it brings together over 11,000 cultural heritage professionals in more than 130 countries. As official Advisory Body for the implementation of the UNESCO World Heritage Convention, ICOMOS monitors the state of conservation of properties inscribed on the World Heritage List, and offers technical assistance and advice to States Parties. Finally, it participates in the examination of international assistance requests and the elaboration of thematic studies.

These activities are carried out by the Advisory and Monitoring Unit, one of the two units dedicated to World Heritage at ICOMOS Headquarters, with the support of its worldwide network of experts and its team of Advisors.

The Advisory and Monitoring Unit is opening up a full-time position for a Programme Associate who will focus on activities related to monitoring the state of conservation of properties inscribed on the World Heritage List.

### **Responsibilities**

Reporting to the Director of the Advisory and Monitoring Unit,

- Coordination of several activities: state of conservation reports for the World Heritage Committee, international reactive monitoring and advisory missions (including mission planning and logistics), technical reviews, advisory services;
- Preparation of documentation for expert consultation;
- Communication with the ICOMOS network of National and International Scientific committees, and international experts;
- Proofreading and preparation of reports and documents;

- Assistance to the Director of the Unit and various administrative tasks;
- Other World Heritage projects such as publications, organising and attending meetings.

## **Desired qualifications**

- Minimum of 3 years higher education, preferably in the field of heritage (architecture, archaeology, art history, etc.) or human sciences. Interest and experience in the conservation of cultural heritage is considered a plus;
- Excellent organisational and coordination skills: ability to manage several activities and projects simultaneously while meeting tight deadlines;
- Excellent interpersonal and written communication skills; diplomacy and discretion; ability to interact effectively and sensitively with people from a variety of cultural backgrounds;
- Ability to work both independently and as part of a team, and to provide high-quality, timely support;
- Experience in proofreading and preparing/writing high-quality documents and reports;
- Working languages: English and French. Perfect oral and written command (mother tongue level) of English and a good knowledge of French; knowledge of another language may be an advantage;
- Proficiency in IT tools (Word, Excel, Power Point, CMS).

## **Start date**

Preferably from November 2024 (exact start date flexible)

## **Application deadline**

2 October 2024

## **Type of contract / Salary**

Permanent contract / French work permit required  
Salary will be determined based on qualifications and experience

## **Location**

Position based at ICOMOS Headquarters in Charenton-le-Pont, France, with the possibility of partial homeworking (1 to 2 days per week - after the first 3 months).

## **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\[at\]icomos.org](mailto:secretariat[at]icomos.org) - or submitted via [profilculture.com](http://profilculture.com) - no later than 2 October 2024.

Please only apply if you meet the language requirements and possess a valid French work permit!

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  
FRANCE

## Website and social media

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

