**Junior Professional Officers (JPO) Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title:** JPO –Cultural and Creative Industries (CCI)

**Organizational Unit:** Culture, UNESCO Kathmandu Office

**Duty Station:** Kathmandu, Nepal

**SUPERVISION**

**Direct supervision by: Michael Croft, Head of Office and UNESCO Representative to Nepal**

The JPO will work jointly under the supervision of the Head of Office and the Culture Programme Coordinator.

As part of the UNESCO JPO programme, the JPO will benefit from the following supervision modalities:

* Structured guidance provided by supervisor.
* During the first month of the assignment, the JPO will jointly work with their supervisor to finalize and agreed upon work plan in line with both the UNESCO Country Strategy as well as their professional interest.
* Knowledge sharing within the units and performance/development feedback throughout the assignment.

Evaluation: The JPO will be evaluated according to standard UNESCO practice and procedures.

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the Head of Office and the Culture Programme Coordinator, the JPO will be responsible for the following tasks:

* Assist to enhance communication between communities, entrepreneurs and policy makers, and work with concerned stakeholders to facilitate sustainable development of cities and communities and in particular with a view to the 2023 designation of Kathmandu Metropolitan City as a UNESCO Creative City and the likely expansion of the UNESCO Creative Cities Network in Nepal in the next three years;
* Work in collaboration with the stakeholders of creative field and cities concerned to elaborate strategy, actions and initiatives that broaden opportunities for creators and professionals in creative and cultural industries and aimed at strengthening role of culture and creativity as a strategic factor in the socio-economic development of the cities and in urban regeneration to support preparation of the application/s;
* Contribute to develop strategies and projects in the field of Cultural and Creative Industries;
* Assist in planning and implementing programme activities included in UNESCO's programming document (C/5) and in UNESCO's involvement in the implementation of the UNESCO Country Strategy for Nepal 2023-2027, including, data and statistics to the preparation of reports and other briefings as required;
* Share progress of work in regular meetings and in coordination with the Communication Officer, create and disseminate relevant impact stories/outreach contents to stimulate discussions and inform policies;
* Undertake any other tasks related to the above as may be required or assigned by the supervisor.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Masters degree or equivalent) in Culture, Human Science, Social Science, Anthropology or related field. A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

**Work experience:**

* Preferably a minimum of 3 years of professional experience in Culture, Human Science, Social Science, Anthropology, or related areas.
* Experience in cultural and creative industries and/or living heritage is an asset.

**Competencies and skills:**

* Good organizational and project design skills
* Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner
* Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment

**Languages:** Good command of English (written and oral) is required.

**LEARNING ELEMENTS**

On completion of the assignment, the JPO will have:

* Acquired an in-depth knowledge of culture programme related to UNESCO’s areas of competence and of the culture sector in Nepal, with a particular focus on the creative and cultural industries;
* Acquired and in-depth understanding of the role and added value of UNESCO in development;
* Learned project design, implementation and monitoring ;
* Established a wide network with other UN, regional and national public and private partners
* Strengthened his/her analytical, communication, negotiation and interpersonal skills;
* Participated in conferences and workshops organized by UNESCO and other culture stakeholders in Nepal;
* Liased closely with key UN, Government and Private Sector partners;
* Written reports, concept notes and briefings related to culture and development;
* Become familiar with the programme and operations of a UNESCO Field Office;

**BACKGROUND INFORMATION**

The UNESCO Office in Kathmandu, established in 1998, contributes to building peace and fostering sustainable development and intercultural dialogue in Nepal through education, sciences, culture, communication and information. UNESCO's programmes contribute to the achievement of the Sustainable Development Goals defined in the 2030 Agenda, adopted by the UN General Assembly in 2015.’

UNESCO’s focus areas derive from the priorities established by the United Nations Sustainable Development Cooperation Framework (UNSDCF) for 2023-2027. The UNESCO Country Strategy theme Fostering Agency and Inclusion alludes to the clear direction from the Nepali government to the UN to support federalism and inclusion in the country as top priorities, but also well reflects the need for UNESCO to do more to promote Nepal’s own agency and inclusion in regional and international frameworks that the Organization leads or is associated to.

UNESCO in partnerships with the Ministry of Culture, Tourism and Civil Aviation, the Ministry of Forests and Environment, the National Commission for UNESCO, UNESCO clubs, relevant institutes, site management offices, universities, youth organizations, the private sector and civil society aims to integrate culture within key development processes and promote the creative economy as an emerging sector contributing to sustainable development. UNESCO also recognizes the important but underdeveloped role of youth and indigenous communities in the development of the cultural economy and tourism in Nepal.

The JPO assignment is part of UNESCO’s Culture Programme in Nepal.