**Junior Professional Officer (JPO) Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title: Junior Professional Officer – creativity** (intangible cultural heritage, diversity of cultural expressions)

**Organizational Unit: CLT**

**Duty Station: Doha, Qatar**

**SUPERVISION**

**Direct supervision by: Rasul Samadov, Head of Culture Unit**

Under the overall authority of the Director of the UNESCO Regional Office for the Gulf States and Yemen and direct supervision of the Head of Culture Unit, the incumbent will assist in ensuring the design, implementation and monitoring of the activities carried out in the field of intangible cultural heritage safeguarding and protection and promotion of the diversity of cultural expressions in the countries covered by the Office, under the Major Programme IV-Culture, in the context of internationally agreed development goals.

**DUTIES AND RESPONSIBILITIES**

The incumbent shall contribute to UNESCO’s projects and activities in the field of safeguarding of intangible cultural heritage, protection and promotion of the diversity of cultural expressions, including cultural and creative industries and issues pertaining to the status of artists, in the countries under the responsibility of the office. In particular, she / he will perform the following responsibilities:

* Contribute in the design and implementation of projects and activities in the field of intangible cultural heritage and protection and promotion of the diversity of cultural expressions, including those aiming to support the implementation of the 2003 Convention for the Safeguarding of Intangible Cultural Heritage, ratification and further implementation of the UNESCO 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions and the implementation of the 1980 Recommendation on the status of the artist by the Gulf States and Yemen;
* Assist in developing internal and external collaborative project proposals based on needs, defining and revising project requirements and specifications in line with goals and priorities and project quality criteria; contribute to conducting studies and drafting of reports and concept notes for external potential funders, briefings, reports, working documents on project activities and work plans;
* Contribute to regular coordination and exchange with the stakeholders and partners, such as government entities, non-governmental organizations, experts and centres of expertise, category 2 centres, and others; liaise with colleagues within the Culture Sector and in other sectors as required;
* Contribute to organization of stakeholder meetings, online and in-person capacity-building workshops and trainings, provision of technical assistance aiming to develop, revise and monitor policies and regulatory frameworks to strengthen safeguarding of intangible cultural heritage and protection and promotion of the diversity of cultural expressions in the region;
* Assist in the organization of events to enhance awareness raising and advocacy regarding the role of creativity and cultural and creative industries for sustainable development in the Gulf States and Yemen, while ensuring the participation of relevant stakeholders; contribute to preparation and collection of relevant materials, documents as well as presentations and reports; draft news articles.

**REQUIRED QUALIFICATIONS**

**Education**: a university degree (Bachelor or higher) in the field of culture, cultural and social anthropology, cultural and creative industries, cultural development or social and human sciences

**Work experience**: A minimum of 2 years of experience in the field of culture, with preferably at least one year of experience in project implementation and/or management in an international environment

**Competencies and skills:**

* Strong time-management, monitoring, communication and reporting skills.
* Advanced IT skills in word processing, visual presentation tools, use of online meeting platforms, etc.
* Strong interpersonal skills and demonstrated ability to work with and in multicultural teams.
* Cultural sensitivity and integrity.

**Languages:** Excellent knowledge of English, with capacity to produce quality written outputs such as reports, news items, etc.

**LEARNING ELEMENTS**

The assignment will allow the incumbent to obtain working experience in designing and implementation of projects and activities aiming to provide policy support, capacity building, and develop partnerships in the field of safeguarding of intangible cultural heritage, protection and promotion of the diversity of cultural expressions, in the Gulf States and Yemen.

**BACKGROUND INFORMATION**

The UNESCO Doha Office serves as the Regional Office for Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, the United Arab Emirates and Yemen. These countries have benefited from support of the UNESCO Doha Office in the fields of education, natural sciences, culture, as well as communication and information. In line with UNESCO’s global priorities and five major programmes, the UNESCO Office in Doha sets a local programme of action in consultation with the seven Member States.

UNESCO’s Culture Programme is firmly anchored in the cultural conventions and recommendations, which provide the principles for cultural policy development and serve as a platform for international cooperation in safeguarding heritage and promoting cultural expressions for sustainable development. The UNESCO Doha Office assists the member states with the promotion and implementation of the UNESCO culture conventions and recommendations through policy support, capacity building, networking and partnership development.

*For more information, please consult* [*https://en.unesco.org/fieldoffice/doha*](https://en.unesco.org/fieldoffice/doha)