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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**(Culture Sector)**

**GENERAL INFORMATION**

**Duration:** 1 year (extendable)

**Location:** Lima, Peru

**Organizational Unit**: Culture Sector

**Supervisor (name, title):** Enrique López – Hurtado, Culture Sector Coordinator

**DESCRIPTION OF THE TRAINEESHIP**

* Participate in the planning, monitoring and evaluation of work plans and related activities, with emphasis on: preservation of cultural and natural heritage; promotion and intangible heritage safeguarding.
* Assist in the redaction of briefs and reports, particularly those related to progress of Regular Program and Extra-budgetary activities.
* Provide support for the formulation of new Cultural projects (using the UNESCO Project Template).
* Coordination with institutions, counterparts, and other actors.
* Research on policy, academic, legislation on the topics of interest within the Culture Sector.
* Preparation of UNESCO Field office documentation, reports and presentations.
* Organize events, communicate and disseminate events and activities.
* Follow up on agenda, contacts, meetings, and the effective communication of the Sectors information.
* Spanish - English translation (or vice versa) of documents prepared by the Office or Headquarters as needed.
* Carry out any other duty considered relevant to the experience he/she needs to acquire

**REQUIRED QUALIFICATIONS**

**Education:** Enrolment in or an advanced University degree (Master’s degree or equivalent) in the areas of Human Sciences, (History, History of Art, Archaeology, Anthropology, Sociology, Cultural Management).

**Subjects** Demonstrated interest and knowledge of cultural heritage concept, cultural diversity, cross cultural dialogue issues, cultural policies and cultural management.

Willingness to learn about the UNESCO international conventions, safeguarding systems, and cultural diversity in Peru.

**Language skills:** Spanish and English fluency

**Competencies and skills:**

* Ability to work in team, with high standards and principles in professional and personal behaviour.
* Keen interest on the work of UNESCO and have a personal commitment in promoting Sustainable Development.
* Capacity to be multi-tasking and proactive.
* Able to work under tight deadlines.
* Ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to understand and be tolerant of differing opinions and views.
* Very good IT skills, including knowledge of standard office software.

**LEARNING OBJECTIVES**

After the assignment, the trainee will have:

* Acquired an in-depth knowledge of the Culture Sector related to UNESCO’s areas of competence: World Heritage, Intangible Cultural Heritage safeguarding, Cultural diversity promotion, Culture for Sustainable Development.
* Attained field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms.
* Strengthened her/his analytical, communicational and interpersonal skills.

**ADDITIONAL INFORMATION**