

Annex IUNESCO / Kingdoms Institute: Kingdom of Saudi Arabia – AIUla Fellowships
Programme 2022**Terms of Reference****GENERAL INFORMATION**

Title/Field of expertise	:	Fellowship/Sponsored Traineeship
Organizational Unit	:	Sector for Culture (UNESCO HQs); UNESCO Field Offices
Duration	:	10 months: (Phase one - 4 months; Phase two – 6 months)
Location	:	Phase 1: Region of AIUla, the Kingdom of Saudi Arabia; Phase 2: UNESCO (Paris, France, Cairo-Egypt, Amman-Jordan, Venice-Italy)
Supervisor	:	Phase 1: Kingdoms Institute; Phase 2: Programme Specialist for Culture in (CLT/Sector - HQs, Amman, Cairo and Venice)

BACKGROUND INFORMATION

Within the framework of the cooperation agreement signed with the Royal Commission for AIUla (RCU) Saudi Arabia, on 09 November 2021, to protect and promote AIUla as a world-class heritage site and a sustainable tourism destination, UNESCO and AIUla agreed to receive 5 fellows/sponsored trainees, to assist in the implementation of activities, by combining on-the-field training in the Kingdoms Institute with on-the-job experience in the culture/heritage-related programmes and activities of UNESCO.

Within this context, the incumbents will be assigned as (i) Fellows to the Region of AIUla, during the first phase of the programme for a period of 4 months and (ii) as Sponsored Trainees to the Culture Sector of UNESCO (CLT Sector at HQs and UNESCO Field Offices in Amman, Cairo and Venice for a period 6 months).

Description of the Fellowship – Phase 1

Duration: 4 months (from April to August 2023)

During the first phase of the programme in the Kingdoms Institute, the incumbent will participate in the academic/vocational training and activities, which highlights state-of-the-art methods and techniques in heritage research and conservation.

Subject to his/her area of specialization and presented goals and interests in his/her fellowship proposal, the incumbent may engage actively with the Saudi and International specialists and be involved in the surveys, excavation, site conservation and associated analyses, contributing to the ongoing programmes and research efforts of Kingdoms Institute.

Under the auspices of the Royal Commission for AIUla and the supervision of the Kingdoms Institute, concise assignments, and work plan for the 4-month fellowship will be established and agreed upon in consultation with the incumbent before starting his/her fellowship assignment.

LEARNING OBJECTIVES

After the Fellowship programme, the incumbent will have:

- Become familiar with the collections, content, and detailed storyline of AlUla.
- Acquired knowledge of science and art of archaeological process and conservational practice within the scope of work of the Kingdoms Institute.
- Developed the ability and skills to implement innovation and sustainability in heritage-related study and programmes.

ADDITIONAL INFORMATION

(Background information on Kingdoms Institute)

The Kingdoms Institute is the first scientific institution in Saudi Arabia specifically focused on science applied to heritage research and conservation. It is a hub of research, education, outreach, and scientific cooperation from the Kingdom of Saudi Arabia to the World.

As part of the Royal Commission for AlUla, its core mandate is to research, conserve and disseminate the immense value to be found in the heritage of AlUla, Khaybar and Tayma, implementing innovation, local values and sustainability as strategic formulas for its programmes and projects.

The Kingdoms Institute integrates the core values of Saudi Arabian's Vision 2030 ambitions and the invaluable heritage of AlUla as a unique tool for stability, dialogue and growth through scientific knowledge sharing and communication.

Description of the Sponsored Traineeship – Phase 2

Duration: 6 months (from September 2023 to March 2024)

Depending on his/her expertise and the concurrent priorities of the receiving entity, the trainee will be assigned to the Culture Sector in one of the following duty stations: Headquarters (HQs)- Paris, notably the World Heritage Center or the Emergency Preparedness and Response Unit of the Culture Sector, UNESCO Field Office in Cairo, Amman, Venice).

The incumbent will work under the overall authority of the Director or Chief of Entity of Culture Sector/HQs); Director/Head of relevant Field Office and the direct supervision of the Culture Programme Specialist of the respective field office. The incumbent will contribute to the implementation of programmes and activities of the Culture Sector.

Under the guidance of the Director or the relevant Chief of Section, the supervisor and the trainee will agree upon objectives to achieve. Tasks assigned will be a combination of short-term assignments as much as addressing requests which need immediate action. This will require substantial flexibility and teamwork. The incumbent will be gradually given more responsibility and independence by the supervisor who will monitor and evaluate the performance of the Trainee in terms of quality, ability to meet deadlines, problem solving, initiatives and teamwork, according to the work plan/objectives established and agreed upon. More specifically he/she will:

- Support in the coordination, implementation and monitoring of activities and projects under the Culture Programme.
- Contribute to the implementation of the information and communication activities to enhance visibility of activities and projects implemented under the Culture Programme and achievements of the project results.

- Ensure information sharing with relevant internal and external stakeholders in relation to activities implemented.
- Participate in resource mobilization efforts by supporting the preparation of concept notes, proposals, reports, briefs, factsheets, and presentations.
- Assist in organizing consultative and training workshops related to activities and projects under the Culture Programme.
- Undertake other assignment as requested by the Culture Programme Specialist.

LEARNING OBJECTIVES

After the traineeship, the sponsored trainee will have:

- Acquired knowledge of UNESCO's Culture programme and the UNESCO Culture Conventions and their contribution to sustainable development.
- Gained knowledge of UNESCO's programmes and priorities.
- Attained basic experience in project management; setting particular objectives and develop appropriate monitoring and evaluation mechanisms.
- Gained knowledge of the work and general functioning of international organizations and UN system.
- Strengthened his/her analytical, communication, negotiation and interpersonal skills.
- Learnt how to deal with diverse stakeholders; Build capacity and partnerships and resource mobilization skills.

ADDITIONAL INFORMATION

<https://www.unesco.org/en/culture>

<https://en.unesco.org/fieldoffice/amman>

<https://en.unesco.org/fieldoffice/cairo>

<https://en.unesco.org/fieldoffice/venice>

REQUIRED QUALIFICATIONS

Education: University degree (Master's Degree or equivalent) in the field of culture, heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Subjects: Culture, Heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences.

Language skills: Excellent knowledge of English (oral and written) and working knowledge of Arabic. Knowledge of French is preferable.

Competencies and Skills

- Basic knowledge of UNESCO's work in the field of Culture and Sustainable Development.
- Good organizational, planning and project design skills.
- Good (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 analyze and collect, summarize and analyze information from various sources.

- Interpersonal and communication skills, including the ability to interact with a wide range of stakeholders within UNESCO.
- Strong sense of ethics, integrity, diplomacy, tact and discretion.
- Ability to work effectively in a team and maintain good working relationships in a multicultural environment;
- Capacity to multi-task with ability to manage a heavy workload and meet tight deadlines, paying close attention to detail and quality of work.
- Good IT skills including good knowledge of standard office software.

HOW TO APPLY

Note: Candidates (nationals) from the following Member States - Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates and Yemen - are invited to apply.

A) General requirements for candidates applying to the vacancy announcement:

- Minimum twenty (25) years old and under the age of forty (40) when applying.
- University degree (Master's Degree or equivalent) in the field of culture, Heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.
- Language skills: Excellent knowledge of English (oral and written) and working knowledge of Arabic. Knowledge of French is preferable.

Applicants should submit their application directly to UNESCO, along with the required documentation, indicated hereunder, to the following email address: **ALULA2022@unesco.org**.

Any request or question concerning the application process may be addressed to: **ALULA2022@unesco.org**.

Applications must be submitted to UNESCO by **5 January 2023** (midnight, CET) at the latest. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter for interviews.** All documents should be in English.

B) Required Documents to be submitted for the application (only complete applications will be considered)

- (i) A Curriculum Vitae
- (ii) Certified photocopies of diplomas.
- (iii) An Application Form completed in English.
- (iv) A Motivation Letter written in English (1 page maximum).
- (v) A proposal form filled in English (maximum 3 pages), including the following mandatory information:
 - Title of the proposal;
 - Selection of the Fellowship profile (Management of World Heritage Sites / Heritage Research / Heritage Conservation);
 - Brief presentation of the candidate (maximum 1 page);



- Brief description of the proposal (1 page);
 - Why the candidate's proposal is innovative, and will be an added value for AIUla and UNESCO (1/2 page);
 - Date and signature.
- (vi) A copy of Passport with an expiry date later than July 2023.