Consultancy Vacancy

Position Title: Project Officer (International)
Location: Kabul, Afghanistan
Organization: United Nations Educational, Scientific and Cultural Organization (UNESCO)
Contract Duration: 12 months (renewable)
Expiration Date: 10.12.2014

Overview

Background

UNESCO is the specialized agency of the United Nations with a mandate in education, science, culture, communication and access to information. It is one of the largest players in culture and cultural heritage in Afghanistan and supports the government in its endeavor to preserve the country’s heritage and promote nation-building.

Job Description

Under the overall authority of the Director of the Office, and direct supervision of the Head of the Culture Unit, the incumbent will coordinate, manage and implement all aspects of a project that aims at providing technical assistance to the Ministry of Information and Culture (MoIC) in undertaking archaeological surveys in and around main mining sites in Afghanistan and in preparing heritage management plans to ensure protection and perseverance of cultural heritage. The project will enhance institutional and technical capacity of the MoIC to ensure its cooperation with development ministries (Ministry of Mines and Petroleum, Ministry of Urban Development and Ministry of Public Works) in identifying archaeological sites and carrying out rescue archaeology around development projects.

The incumbent will be responsible for the overall management of the project, including the procurement processes for multiple contractors, the monitoring and management of those contracts and relationships, liaison with all relevant government and non-government stakeholders, organization of events and meetings throughout the course of the project, organization of training workshops and capacity development initiatives, and contributing to the overall visibility of the project through reporting and representation of the Office when instructed.
Main duties and responsibilities

- Manage the project, in constant coordination with the Head of the Culture Unit, and in liaison with relevant services at HQs;
- Establish, manage and monitor contracts and relationships with multiple implementing partners covering the range of expertise required to successfully implement the project and in respect of the rules and regulations of the Organization;
- Plan and coordinate all activities relating to the implementation of the project according to the established work plan;
- Undertake missions as necessary and requested for project implementation;
- Organize stakeholder meetings and capacity-building workshops concerning heritage and museum management;
- Organize events to enhance awareness raising and project visibility both inside and outside Afghanistan;
- Liaise and facilitate consultation between the relevant government authorities in Kabul and in provinces, NGOs, private companies and local community stakeholders as required and necessary;
- Facilitate information sharing amongst stakeholders, representation of UNESCO with government, the local community, NGOs and the donor in the course of the project;
- Assist the Office in liaising with existing and potential donors to Afghan cultural heritage.

Job Requirements

- **Academic qualifications:** At least Master’s Degree in a heritage related field which may include archaeology, anthropology, museums, heritage management, and conservation architecture.
- **Years of relevant work experience:** At least four years’ work experience in the heritage sector or related fields, preferably with at least two years’ previous experience at the international level. Previous experience in working on/with a UNESCO culture project in a relevant context is an asset.

Competencies

- **Core:** Integrity, Commitment, Building and maintaining partnerships, Teamwork, Communication, Creativity and Innovation, Results Based Management.

- **Managerial:** Knowledge of UNESCO mission and strategies; ability to manage a team; prioritize and take responsibility for follow-up on instructions and decisions taken and expected project outcomes according to the project document. Familiarity with budgeting and coordinating archaeological projects, including archeological surveys, development of estimates, coordination of field and laboratory personnel.

- **Language requirement:** Fluency in written and oral English. Knowledge of Dari would be an asset.
Assignment duration: 12 months, renewable, subject to satisfactory performance and project validity with three-month probationary period.

Contact Information

The candidate should submit to n.noor@unesco.org, in writing:
(a) Up-to-date curriculum vitae.
(b) A statement indicating how their qualifications and experience make them suitable for the assignment.