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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:**  *6 months*

**Location:** *Lima, Peru*

**Organizational Unit**: *UNESCO Lima Office. Representation in Peru*

**Supervisor (name, title):** *Mr Enrique López-Hurtado, Culture Sector Coordinator.*

**DESCRIPTION OF THE TRAINEESHIP**

- Participate in the planning, monitoring and evaluation of C/5 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.

- Carry out any other duty considered relevant to the experience he/she needs to acquire.

**REQUIRED QUALIFICATIONS**

Trainees should be qualified in areas related to UNESCO´s fields of competence or in the other areas, which support UNESCO´s work.

**Required Education Level:** Bachelor’s degree finished and/or master degree.

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 ) will be an asset.

**Specific Education Areas:** 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:** Advanced Spanish and English. Oral communication skills with capacity to maintain a fluent conversation in the daily work and meetings.

**Competencies and skills:** Training courses/specialization on issues related to Cultural Heritage Safeguarding, Cultural Management, Cross Cultural Dialogue, Sustainable Development, or Decentralization will be an advantage.

Ability to work in team, with high standards and principles in professional and personal behaviour.

Demonstrated keen interest in the work of UNESCO and have a personal commitment to promote Culture for Sustainable Development.

Demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

**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.

- Strengthened his/her analytical, communication and interpersonal skills.

**ADDITIONAL INFORMATION**

Computer literate in standard software applications (Office, Outlook, Word, Power Point).

Prior experience working in cultural and development issues or in an international organization will be an asset.