

Assistant for Heritage Protection and Capacity Building

Permanent contract- Start date: 1 February 2019

ICOM (International Council of Museums) is the only global organisation of museums and museums professionals. It encompasses:

- A network of more than 40,000 members worldwide
- A forum bringing together representatives of 138 countries and territories
- A think tank made up of 120 National Committees and 30 International (scientific) Committees
- A non-governmental organisation formally affiliated with UNESCO

Website : <http://icom.museum>

DESCRIPTION:

At the ICOM General Secretariat, with a permanent staff of 28 employees, and reporting to the Head of the Department, the Assistant for Heritage Protection and Capacity Building supports the department in developing and realizing its activities.

Project Assistance

- Assist in developing, planning and realising the activities in heritage protection and capacity building
- Support the team in creating tools and contents in the field
- Ensure the publication and distribution of the material produced by the department
- Assist in evaluating the activities of the department

Team Assistance

- Coordinate the activities of the department
- Support the daily work of the department
- Edit internal notes and reports
- Assist the administrative and financial management in establishing budgets, controlling expenses, following up on contracts and agreements

Interactions with Committees, senior management, other departments and external parties

- Assist in implementing projects in coordination with the secretariat, the bodies of ICOM and external partners
- Assist in communicating the activities of the department, in coordination with the Communication Department
- Contribute actively to working groups and common undertakings of the secretariat

PROFILE

Education: B.A./M.A. in history, art history, archeology, international politics, cultural management or law

Experience: practical experience in heritage protection and/or museums

Capacities: Team spirit, openness, resilience
Communicating and diplomatic skills
Sense of organization, service driven

Skills:

Fluent English and French, Spanish a plus
Command of Project Management and Office Tools

If you are interested in this position, please, send your application to icom.jobs@gmail.com before 10 December, 2018.