

Head of the department of Heritage Protection and Capacity Building

Permanent contract- Start date: 1 January 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 General Director (DG), the Head of the department of Heritage Protection and Capacity Building develops and oversees projects and is responsible for the proper management of the department.

Team management

- Lead and supervise a 3-5 member team
- Organise and monitor the department's missions
- Communicate with senior management, team, departments and committees of ICOM

Steering of Heritage Protection and Capacity Building activities:

- Work with the DG and the team of the department to develop a strategy for ICOM in the field
- Work with the team and the committees of ICOM to develop projects in the field
- Implement and monitor these projects
- Ensure the quality and consistency of these projects
- Prepare and control the department's budgets

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

- Implement the strategy in coordination with the secretariat, the bodies of ICOM and external partners
- Implement projects in coordination with the committees of ICOM and external partners
- Support the committees of ICOM in their activities regarding Heritage Protection and Capacity Building
- Communicate the activities of the department, in coordination with the Communication Department
- Assist a Standing Committee or Working Group of ICOM
- Steer and coordinate external service providers
- Contribute actively to working groups and common undertakings of the secretariat

PROFILE

Education: M.A. or higher

Experience: 5 years minimum in heritage protection and/or museums, at international level, and in team management

Capacities: Team spirit, openness, resilience
Communication, representation and negotiation capacities
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 20 November, 2018. Possible interviews will take place on 12 December 2018