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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration: 6 months** )

**Location:** Bangkok, Thailand

**Organizational Unit**: UNESCO Regional Office in Bangkok, Culture Unit

**Supervisor (name, title):** Feng JING, Chief of Culture Unit

**DESCRIPTION OF THE TRAINEESHIP**

* *Support the programs, projects and activities within the framework of 2003 Convention for the Safeguarding of Intangible Cultural Heritage, sustainable development and tourism management;*
* *Support the development of programs, projects and activities that link the 1972 and 2003 conventions, and more broadly with the 1972 World Heritage Convention and other priorities such as built heritage, indigenous peoples, climate change and cities;*
* *Contribute to the formulation and preparation of project proposals and work plans for resource mobilization, notably in the areas of 1972 and 2003 UNESCO cultural conventions;*
* *Develop partnerships at the national and regional level with various stakeholders, including national governmental agencies, universities, other national and international organizations;*
* *Support visibility and communication of Culture Unit, including developing communication materials;*
* *Carry out other relevant tasks as requested by the Office Director and Chief of Culture Unit.*

**REQUIRED QUALIFICATIONS**

**Education:** *Have completed at least Master studies in a university or equivalent institution in relevant fields to the culture and creative sector such as heritage studies, history of arts, anthropology, arts management, creative industries, etc.*

**Experience (if any):**

* *Preferably a minimum of 3 years of professional experience in culture, living heritage, creative industries or related areas;*
* *Experiences in managing projects and building partnership at the national level;*
* *Experience in working at the international level is desirable.*

**Language skills:**

* *Fluency in English is required;*
* *Knowledge of a language in Mekong cluster countries would be an asset.*

**Competencies and skills:**

* *Good organizational and project design skills;*
* *Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written materials in a clear and concise manner;*
* *Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment;*
* *Knowledge of UNESCO’s culture program and cultural conventions is desirable;*
* *Strong interest, commitment and motivation to strengthen culture and creative sector in Asia and the Pacific region.*

**LEARNING OBJECTIVES**

* *Ability to assist in the elaboration and management of programmes/projects in the field of culture. S/he will acquire coordination and interpersonal skills, able to research and identify potential donors.*
* *Increase of the ability to collect, synthesize and analyze information from various sources and writing skills.*
* *Increase of the ability to work effectively within a multi-cultural environment and to work in a team.*

**ADDITIONAL INFORMATION**

*As a specialized agency of the United Nations, UNESCO has the unique mandate to build peace and sustainable development through culture. The diverse manifestations of our culture enrich our everyday lives in countless ways. Culture’s transformative power is particular clear in the Asia and the Pacific region, which has a rich bounty of cultural diversity. The region is home to iconic cultural and natural heritage sites and priceless objects dating back over millennia, vibrant historic cities, dynamic arts and cultural and creative industries scene, and countless living cultural practices both traditional and contemporary. Together, heritage and creativity are essential drivers for open, inclusive and prosperous societies.*

*UNESCO Bangkok Culture Unit works to strengthen national capacities of UNESCO Member States in relation to all UNESCO cultural conventions and global commitment such as the 2022 MONDICULT Declaration, the Pact for the Future through innovative approaches combining policy advisory, public advocacy, capacity-building and operational projects. We enjoy partnership with national and local governments, higher educational institutions, civil society organizations and private sector companies, building toward an alliance of change agents across the region who champion the role of culture in achieving the 2030 Sustainable Development Goals and beyond.*

*UNESCO Bangkok Culture Unit has been an active leader in the key Culture Sector programming areas within the Asia-Pacific region, the culture field and UNESCO as a whole. The Unit implements projects in Afghanistan, Cambodia, Lao PDR, Myanmar, Singapore, Thailand and Vietnam, and coordinates with other field offices on regional programs throughout Asia and the Pacific. Some ongoing activities include development and implementation of a Competence Framework for cultural heritage management, Asia-Pacific Awards for Cultural Heritage Conservation, building a youth network to promote community heritage for sustainability, sustainable tourism in the ASEAN community, integrating living heritage in formal and non-formal education across the Asia-Pacific region, or exploring the interconnection between tangible and intangible heritage and their contribution to sustainable development. For more information on the Unit’s activities, visit the website*

<https://www.unesco.org/en/fieldoffice/bangkok/clt>