

ANNEX I - Job description

<p>Job title: Director-General</p>
<p>Purpose of the role: Lead, manage and develop ICCROM to continue fulfilling its mission, vision and strategic directions and objectives.</p>
<p>ICCROM's mission: To contribute to the worldwide conservation and restoration of cultural property by providing Member States with the best tools, knowledge, skills, expertise, advice and enabling environment with which to preserve Member States' cultural heritage in all its forms for the benefit of all people.</p>
<p>Principal functions The Director-General reports to the Council and is accountable to the General Assembly of Member States. The Director-General is responsible for –</p> <ol style="list-style-type: none"> 1. Preservation, safeguard and promotion of heritage <ol style="list-style-type: none"> a. Promotes cultural heritage in all forms as an essential component of the environmental, social and economic sustainability of Member States and their communities. b. Enhances the knowledge, skills and abilities of Member States and their communities to address critical issues of heritage conservation through research, training and advocacy. c. Enhances ICCROM's reputation among Member States and partners as a reliable leader in heritage conservation. 2. Intergovernmental organization: Establishes, develops and strengthens productive and equitable relationships with each Member State and partner organization, including frequent communication, coordination and cooperation with the governments of Member States. 3. Leadership and governance <ol style="list-style-type: none"> a. Ensures the implementation of decisions of the General Assembly and Council. b. Inspires ICCROM's staff to contribute their best work to improving heritage conservation worldwide. c. Develops and executes ICCROM's strategic directions and objectives in consultation with Member States and the Council. d. Ensures that ICCROM's resources are managed responsibly and deployed efficiently and effectively.
<p>Additional functions The role involves, but is not limited to, the following additional functions –</p> <ol style="list-style-type: none"> 1. Executive role: Serves as ICCROM's chief executive officer and legal representative. 2. Represents ICCROM to Member States and at international conferences, missions and meetings to promote and enhance the reputation and visibility of ICCROM, and interest in ICCROM's programmes and services. 3. Programme of activities and budget <ol style="list-style-type: none"> a. Drafts the biennial programme of activities and budget in consultation with the Council and for approval by the General Assembly and executes the approved programme of activities and budget in conformance with the decisions of the General Assembly and in consultation with the Council. b. In collaboration with Unit Managers, tracks activities and budgets; supervises the effective outcome of budget implementation; and reports to the General Assembly and Council on budgets, outcomes, audits and strategic directions and objectives. 4. Resource mobilization: Cultivates relationships with external funding sources and seeks funding for ongoing programmes and new initiatives. 5. Management: Ensures proper institutional management, including developing and maintaining – <ol style="list-style-type: none"> a. Effective leadership and supervision of a team of diverse science and heritage professionals. b. Efficient and effective organizational structure and staffing. c. Efficient and effective management of staff, consultants and contractors. d. A headquarters facility that provides a positive work environment for staff and enhances ICCROM's reputation as an intergovernmental organization.

Main relationships

1. Consults and collaborates with Member States and the Council.
2. Develops and maintains complementary working relationships with donors, partners, professional networks and individuals by sharing information, advice and advocacy.
3. Supervises Unit Managers.

Knowledge and experience

1. The Director-General has extensive knowledge of –
 - a. Working in and managing intergovernmental organizations.
 - b. Resource mobilization for intergovernmental organizations.
 - c. Spoken and written English, with fluency in French, Spanish and/or Italian as an advantage.
2. The Director-General has demonstrable experience in –
 - a. Cultural heritage conservation, management and advocacy on an international level.
 - b. International diplomacy.
 - c. Managing and supervising heritage professionals.
 - d. Delivering outcomes in a complex environment through a clear focus on planning, while remaining flexible and agile as situations change.

Organizational competencies

ICCROM is a small organization, when defined in the number of staff, with a very large remit. All ICCROM staff must demonstrate the required behaviours to ensure that ICCROM delivers on its mission. These behaviours underpin everything we do, both internally and when working with stakeholders. ICCROM is also an ambitious organization, and we know that we can only achieve our goals by working together to optimize everyone's contributions.

• **Communication**

We engage in honest, respectful, two-way communication. We actively listen and seek opportunities to share and engage with colleagues and stakeholders. We believe that this is the best way to share information and willingly engage in discussion with others.

• **Collaboration and teamwork**

We show respect to every colleague and value their expertise, contributions and perspectives. We trust each other to be the best we can be and give help and support when needed. We willingly share resources, ideas and efforts to create solutions that benefit all. We look to build on team strengths and are always willing to step in when additional support is needed.



• **Flexibility**

We remain optimistic about what we do and have a positive attitude. We look for solutions and are proactive in driving performance. We take responsibility for planning, managing risks and getting things done by being flexible in our approach.

• **A learning organization**

We take opportunities to learn and share knowledge and encourage our colleagues to do the same. We try new things and experiment to help each other and to help ICCROM work successfully with others. We look at things from different perspectives, seeking alternative views and finding ways to become even better at what we do.

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the employee and will be communicated by written notification.

Human Resources	Chair of ICCROM Council	Post Holder
		
Date: 21/12/2022	Date: 21/12/2022	Date