

Job title: Programme Manager (ATHAR)

Purpose of the role: manage and develop the ATHAR flagship programme and oversee other relevant projects, operations, and field activities in the Arab region.

Unit description: we ensure that programmes are relevant, of high quality and serve to build capacity across Member States within the agreed-upon strategic directions of ICCROM.

Main functions

The role involves, but is not limited to, the following functions:

1. Manage and develop all elements relating to the design and delivery of capacity-building actions identified as part of the ATHAR (Architectural and Archaeological Tangible Heritage in the Arab Region) programme.
2. Coordinate the design and delivery of projects and actions relevant to the Arab region (outreach activities, training, field projects, and policy studies).
3. Ensure programmes' sustainability and growth through leading proposal writing and contributing to proposals written by others, as well as by identifying potential resource partners from accessible networks.
4. Coordinate areas of personal expertise and respond appropriately where requests for support or help are received (e.g. particular Member States' training needs).
5. Coordinate, direct, facilitate, evaluate and recognize unit performance; create an enabling environment and assist team members to realise and develop their potential.

Additional functions

The holder of this position will also be responsible for the following additional duties:

1. Collaborate with ODG (Office of the Director-General) colleagues to ensure the development of high-level partnerships and collaborations in the Arab region and with the host country (UAE).
2. Work closely with Partnerships and Communications colleagues to produce content for knowledge dissemination, programme promotion, communication purposes, and development of partnerships.
3. Collaborate with Administration colleagues to ensure smooth implementation of activities (e.g. budget reporting, contract management, etc.).
4. Liaise with Strategic Planning colleagues to provide input and insight into the planning of a programme of activities and budget aligned with Member States' needs and ICCROM's strategic directions.
5. Represent ICCROM at international conferences, missions and meetings as required to enhance the reputation and visibility of ICCROM.

Budget responsibility:

Yes, manage the assigned budget effectively and in a sustainable manner.

Main relationships

Reports to: Programmes Unit Manager

Supervise roles: Programme Officers, Programme Assistants, Administrative Assistants, and Driver.

Other relevant relationships:

Develop effective partnerships with Member States in the Arab region, IGOs, NGOs, and institutions, fostering a true partnership in delivering ICCROM's vision to promote cultural heritage. Act as the key focal point for managing the relationship and implementation of agreements signed with the host country (UAE) and the Government of Sharjah.

Technical knowledge

1. Advanced university degree in heritage conservation, heritage studies or related areas; specialisation in one or more areas related to architectural and archaeological tangible heritage as an advanced.
2. Experience in managing and developing innovative heritage conservation and capacity-building projects in multicultural and hazardous settings.
3. Extensive knowledge of the conservation of all types of cultural heritage to identify new programmatic orientations and fundraising opportunities.
4. Knowledge of the cultural dimension in international relations, and the ability to build and maintain positive relationships across a political landscape.
5. Fluency in English or French, with knowledge of the other and any other language as an advantage.

Organizational competencies

ICCRROM is a small organization, when defined in numbers of staff, with a very large remit. All of our people need to ensure that they demonstrate the required behaviours in order that we can deliver on our mission. These behaviours underpin everything that we do, both internally and when working with stakeholders. The ICCROM Competency Framework provides an inventory of expected skills and relative behaviours that lead to successful performance:

- Results focus

Takes accountability for the delivery of agreed results in service of the strategic directions and plans, and demonstrates an understanding of how these contribute to the goals of ICCROM.

- Planning and organizing

Establishes a realistic and systematic course of action to accomplish objectives, determines priorities, and allocates resources effectively.

- Innovates and embraces change

Demonstrates initiative and creativity, developing new ideas and approaches and taking initiatives, when required. Continually seeks to improve the knowledge, skills and work processes.

- Decision making

Forms sound, evidence-based judgments, makes choices, assesses risks to delivery, and takes accountability for results. Takes responsibility for own words and actions and can be relied upon consistently.

- Building and maintaining relationships

Builds and maintains relationships outside own immediate team, partnerships and networks to achieve common goals.

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

Date: 06/11/2023

Unit Manager	Post Holder	Human Resources Office
Date:	Date:	Date: