

INTERNSHIP TERMS OF REFERENCE

ICCRM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an intergovernmental organization with headquarters in Rome, Italy. Founded by UNESCO in 1956, it is the only institution of its kind with a worldwide mandate to promote and improve the conservation of all types of cultural heritage through training, information, research, cooperation and advocacy.

The internship programme was launched in 2002 to meet the growing number of young professionals seeking to gain exposure to the activities of an Intergovernmental Organization specifically concerned with the diverse aspects of cultural heritage. Since then over 150 interns from a third of our 137 Member States have carried out an internship and benefitted from the unique opportunity of interacting with staff, research fellows and heritage professionals on subject matters of their interest.

PROGRAMME/PRIORITY AREA/SERVICE: ***MEMBER STATES and PARTNERSHIPS***

Webpages: <https://www.iccrom.org/about/overview/member-states>
<https://www.iccrom.org/about/partnership/partners>

Background information

Building up on the Partnership Policy approved by the 78th Council, ICCROM continues to be committed to develop innovative partnerships with a broad range of stakeholders and networks, particularly including public institutions, administrations and development agencies at level of Member States, as well as international intergovernmental and non-governmental organisations. Thus ICCROM intends to develop a Strategic Plan aiming to identifying ways to provide opportunities for greater involvement of Member States and Partners in promoting the conservation of all forms of cultural heritage, in every region of the world. Interns [and researchers] will be called upon to contribute in the process of defining this Strategic Plan.

Under the supervision of a staff member, the intern is called upon to provide assistance aimed at enhancing the overall activities of the chosen Programme/Project/Service. More specifically the intern shall contribute to:

1. Conduct both quantitative and qualitative research on key stakeholders and policies.
2. Understand ICCROM and the relevant modus operandi.
3. Provide analytical and logistical support for the Member States Outreach activities.
4. Contribute in drafting talking points, background notes, and meeting summaries.
5. Support Member States and the Partnership Section Team in other activities, such as assist in planning and organization of events.
6. Assist on the implementation of records management procedures and activities.

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Educational requirements: Currently enrolled in, or have recently completed (within 36 months) a Bachelor's degree in a relevant area, such as international affairs, public policy, social sciences or business, or relevant majors.

Candidates holding a Master's degrees or above are preferred.

Technical requirements: computer skills, particularly Microsoft Word and Excel. Web-page editing would be an additional asset.

Please kindly note that the above terms of reference are solely indicative of the type of tasks that could be entrusted to the intern. These are subject to being modified or could remain unvaried based on the needs of the programme/project/service at the time of the internship.