

**Job title: Innovation Project Officer (ICCROM Regional Centre in Sharjah)**

**Grade: IP-1**

**CCOG code: 1.A.2.e**

**Purpose of the role:** assist with the development and design of innovative projects and activities with a strong focus on areas such as artificial intelligence, digital heritage, and climate change.

**ICCROM** is an intergovernmental organization working in service to its Member States to promote the conservation of all forms of cultural heritage in every region of the world.

**Regional Centre description:** we serve as an essential force for cultural heritage education, capacity building, projects and advocacy in the region, leveraging collaboration among professional networks and communities.

#### **Main functions**

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

1. Assist with developing and designing innovative and impactful projects and activities in alignment with ICCROM's Strategic Directions and Priority Areas, with a strong focus on areas such as artificial intelligence, digital heritage, climate change, and post-crisis recovery.
2. Ensure projects address regional and global heritage challenges and opportunities while promoting sustainable development and local community empowerment aligned with the ICCROM's Programme of Work and Budget.
3. Ensure the designing and implementation of projects aimed at the documentation of movable, immovable, and as intangible aspects of heritage that are increasingly threatened by disasters and climate change so that we can digitally preserve and interpret irreplaceable cultural assets of humanity.
4. Lead the implementation of activities and projects, ensuring they are delivered on time, within scope, and to the highest quality standards and organizational requirements.
5. Oversee the preparation of detailed reports, conduct thorough internal or third-party evaluations, and apply lessons learned to ensure continuous improvement and learning.

#### **Additional functions**

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

1. Promote ICCROM's role and visibility by engaging stakeholders and advocating for the organization's mission and initiatives.
2. Ensure project sustainability and growth by leading proposal writing and contributing to proposals written by others, as well as by identifying potential resource partners from accessible networks.
3. Coordinate areas of personal expertise and respond appropriately where requests for support or help are received.
4. Perform other duties as assigned consistent with the staff member's background and experience and the needs of the Organization.

#### **Budget responsibility:**

No.

#### **Main relationships**

Reports to: Director of the Regional Centre in Sharjah

Supervise roles: interns and consultants as needed

Other relevant relationships:

Build and maintain strong relationships with partners, organizations, and key individuals to foster collaboration and secure potential funding opportunities.

**Technical knowledge**

1. Advanced university degree in heritage conservation, heritage studies or related areas; specialization in one or more areas related to the conservation of cultural heritage as an advanced.
2. Demonstrated experience in 3D visualization of all forms of heritage for developing innovative means of heritage interpretation and education, thereby raising awareness among the communities and visitors.
3. Relevant experience in applying artificial intelligence and other innovative tools in managing, conserving and preserving cultural heritage. Skills in cutting-edge technologies, such as the development of innovative web-based platforms, are a plus.
4. Deep understanding of cultural heritage preservation, including international standards and practices.
5. Fluency in English or French, with knowledge of the other and any other language as an advantage. Knowledge of Arabic is a plus.

**Organizational competencies**

All ICCROM staff and personnel 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 organising**

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.

Supervisor	Human Resources Office	Post Holder
Date:	Date:	Date: