

Job title: Project Officer**Grade: IP-3****CCOG code: 1.A.2.e**

Purpose of the role: to lead, coordinate and deliver the project “Towards Sustainable Development in Africa: Transformative Capacity Building to Advance Craftmanship in Cultural Heritage Conservation” in line with organizational Strategic Directions and Priority Areas.

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.

Main functions

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

1. Lead and coordinate the project, providing intellectual, strategic and day-to-day operational management in planning and implementing activities, ensuring proper management of funds and coherence with the project's stated goals, logical framework and ICCROM's mission.
2. Ensure the project is delivered in line with ICCROM's Strategic Directions and Priority Areas, and the Mattei Plan objectives of the Italian Government, in close collaboration with major partners, stakeholders, and beneficiaries.
3. Supervise all stages of implementation and ensure timely delivery and quality control of all project phases, including inception, research, hands-on training, seed grants, and cascading capacity building activities and workshops, toolkit development, certification processes, and other related outputs and events.
4. Ensure the establishment of a reliable and meaningful monitoring and evaluation system to track the project's socio-economic and environmental impacts and ensure that it achieves its expected outputs effectively and sustainably.
5. Coordinate all project's activities and expected outputs, in respect of defined roles and responsibilities, with Fabbrica di San Pietro of the Holy See and the local partners in Côte d'Ivoire, Kenya, Egypt, and Tunisia in line with project's logical framework and workplans.
6. Coordinate, in close collaboration with Fabbrica di San Pietro of the Holy See, intercultural dialogue and collaborative learning by facilitating exchange and transfer of knowledge between African artisans and craftsmasters in the Vatican, and between partner institutions across the Holy See, Italy and selected African countries (Côte d'Ivoire, Kenya, Egypt, and Tunisia).
7. Ensure the project aligns with donor expectations and is at the forefront of new developments, trends and shifts in conservation activities and community engagement, providing effective thought leadership in cultural heritage management.
8. Mobilize voluntary contributions in accordance with ICCROM priorities and resource mobilization targets to ensure the project's sustainability for the long-term.
9. Guide and support all project personnel, coordinating, cultivating and evaluating a collaborative and high-performance team culture. Ensure an enabling environment, and assist team members in realizing and developing their potential.

Additional functions

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

1. Under the guidance of the Director-General, ensure that transparent reports on project expenditures, progress, and impact are provided to the Italian Government and other stakeholders in a timely manner.
2. Lead risk analysis and adaptive planning to respond to changing political, environmental, or institutional contexts.
3. Liaise with other Project and Programme Officers as well as with Strategic Planning, Partnerships and Communications colleagues to ensure alignment with ICCROM's Strategic Framework as well

as the effective management of the main partnerships involved in the implementation of the project through regular coordination meetings, progress reviews, and collaborative multi-disciplinary team efforts.

4. Coordinate and collaborate with the Finance and Administration colleagues to ensure effective budgetary, technical and operational assistance, including procurement, logistics, and the disbursement of funds according to workplan and responsibility of each partner.
5. Under delegation of the Director-General, present the project at international conferences, missions, and meetings to enhance its reputation and visibility.
6. Perform other duties as assigned consistent with the staff member's background and experience and the needs of the Organization.

Budget responsibility:

Yes, responsibility for managing the assigned budget, including subgrants, training costs, logistics and procurement in an effective and sustainable manner.

Main relationships

Reports to: Director-General

Supervise roles: other staff members consultants, interns and project-specific experts.

Other relevant relationships:

Ensures that all partners and stakeholders are aligned and working towards common goals, providing coordination to a wide range of partners, including the four national institutions, the Fabbrica di San Pietro Peter of the Holy See, the Italian government, and the African artisans.

Technical knowledge

1. Advanced University Degree in project management, international relations, development studies, business administration, or related field. A university degree in heritage conservation, heritage studies, cultural entrepreneurship or related areas is a plus.
2. Minimum 8 years of international experience in budget and resource management (€1M+), planning and implementing projects with complex multi-country logistics, monitoring and evaluation, and donor reporting.
3. Track record in managing and developing innovative heritage conservation and/or cultural programmes in multicultural settings. Demonstrated successful experience in the African continent is a plus.
4. Strong understanding of capacity building, intercultural education, and business incubation approaches.
5. Knowledge of the cultural dimension in international relations, and the ability to build and maintain positive relationships across a political landscape.
6. Fluency in English and French, both oral and written, with knowledge of any other language as an advantage. Working knowledge of Italian is strongly desirable, or a commitment to acquire it quickly.

Organizational competencies

All ICCROM staff and personnel need to demonstrate the required behaviours to deliver on our mission. These behaviours underpin everything 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: