UNESCO Volunteer Programme

Terms of Reference

GENERAL INFORMATION

Duration: 6 months
Time Commitment: From 15 June until 15 December 2022
Location: UNESCO Regional Office for Southern Africa, Harare, Zimbabwe
Organizational Unit: Culture Unit
Supervisor: Francisco Gómez Durán, Programme Specialist

DESCRIPTION OF VOLUNTEER ASSIGNMENT

Volunteer Role:
Resource Mobilization officer

Programme Background:
In line with the UNESCO Regional Office for Southern Africa (ROSA) Draft Resource Mobilization Plan (2022-2025) and the UNESCO-Southern African Development Community (SADC) Joint Plan of Action for 2022-2025, UNESCO ROSA seeks to develop a US$ 15 million regional flagship programme on sustainable tourism to stimulate and promote sustainable tourism practices around UNESCO designated sites, including World Heritage sites, Biosphere reserves and Geoparks, as well as UNESCO creative cities in the SADC region.

Furthermore, this initiative will also ensure that UNESCO designated sites will have the resources to promote local sustainable development and promote the effective management and conservation of these important areas. Led by the Culture Unit in cooperation with the Natural Sciences Unit, the flagship programme will aim to foster heritage safeguarding and biodiversity protection as engines driving sustainable social, economic and environmental development in the context of a resilient recovery from the COVID-19 crisis.

Main tasks and assignments:
Under the authority of the UNESCO Regional Director for Southern Africa, the direct supervision of the UNESCO Culture Programme Specialist and in coordination with the Partnerships Advisor for Eastern and Southern Africa, the incumbent shall contribute to the mobilization of voluntary contributions in the context of the regional flagship programme on sustainable tourism by supporting UNESCO ROSA’s Culture Unit as follows:
• Support the CLT/SC teams in ROSA to identify key strategic stakeholders, such as representatives from SADC; national heritage, nature conservation and tourism authorities; tourism operators; local authorities; UNESCO World Heritage site, Biosphere Reserve and Geoparks managers; local communities; and UN Agencies, and undertake a donor mapping, including representatives from international and regional development banks, embassies and international development agencies and the private sector;

• Develop a concept note outlining the main components of the regional flagship programme on sustainable tourism in a participatory and inclusive manner and a full-fledged project document;

• Support in the organization of stakeholder workshop to be held in hybrid format in Harare, Zimbabwe where the preliminary concept note will be presented and inputs obtained from all stakeholders to ensure ownership of the process and aligning the flagship programme with regional and national priorities;

• Support in the organization of workshop with potential donors to be held in hybrid format in Harare, Zimbabwe where the revised concept note will be shared for inputs from the potential donors. The objective of this workshop is to stimulate donor interest; to engage potential donors from the initial stages of project design; and to ensure that the concept note is aligned with donor’s priorities in the region;

• Develop communication materials, including information decks; presentations; and flyers; and

• Any other related tasks as may be required or assigned by the supervisor.

**REQUIRED QUALIFICATIONS**

**Education:**
University degree at Masters level in one of the following areas: development studies, international relations, economy, social sciences, political sciences, business administration or other related areas.

**Work experience:**
At least two years of professional experience in fundraising, project development, building strategic alliances and partnerships, donor relations, and/or corporate social responsibility.

Knowledge of and previous work experience in the area of Culture and UNESCO’s mandate on Culture would be an advantage.

**Language skills:**
Fluency (written and oral) in English.
Competencies and skills:

- Excellent communication and negotiation skills, with ability to produce clear and concise reports and to make effective presentations to external audiences.
- Good analytical, organizational and project management skills.
- Proven fund-raising and resource mobilization skills.
- Excellent research and fact-checking skills.
- Excellent IT skills, including in the use of Microsoft Office, email and internet.

How to apply:
To apply, please send your cover letter and CV to: vacancies.harare@unesco.org not later than 12 June 2022 (mid night Harare time).