



# Notice of candidacy

## **Post of Secretary General of the Organization of World Heritage Cities**

Deadline to send your candidacy: 19 April 2019

Place of employment: Québec City, Canada

Starting date: between 1<sup>st</sup> October 2019 and 1<sup>st</sup> January 2020

### MISSION OF THE OWHC

An international non-profit non-governmental organization, the Organization of World Heritage Cities (OWHC) is dedicated to assist member cities adapt and improve their management method in relation to the specific requirements of having a site inscribed on the UNESCO World Heritage List.

In accordance with its General By-Laws, the OWHC has the following goals:

- to contribute to the implementation of the Convention concerning the Protection of the World Cultural and Natural Heritage and the International Charter for the Protection of Historic Cities;
- to encourage, on both regional and international levels, cooperation and the exchange of information and expertise among historic cities throughout the world in close collaboration with other organizations pursuing similar goals while promoting action likely to support the efforts of cities located in developing countries;
- in collaboration with specialized organizations, to ensure better links between research undertaken by specialists and experts and the needs of local management;
- to sensitize the populations to heritage values and their protection.

### TITLE OF THE POSITION OFFERED: SECRETARY GENERAL OF THE OWHC

The Secretary General coordinates the activities of the OWHC, prepares the budget and the financial reports, recruits the personnel of the General Secretariat and ensures that the decisions of the Board of the Directors and those of the Members taken at the General Assembly are carried out.

### MAIN TASKS AND RESPONSIBILITIES

- Preparation of the agenda and documents for meetings of the General Assembly and the Board of Directors
- Supervision of the personnel of the General Secretariat and the Regional Secretariats
- Budget planning
- Administration of the programs
- Relations with international partners
- Negotiations with international partners
- Development of the Organization



- Governmental, non-governmental and private relations
- Representation of the Organization
- Press relations
- Public discourse

**The ideal candidate shall meet the following requirements and shall meet the requested qualities:**

#### **JOB REQUIREMENTS**

- Minimum of 15 years of experience in one or more of the following fields: international relations, heritage, administration, public relations
- Fluently bilingual in two of the three official languages (French, English, Spanish) of the OWHC and a basic knowledge of the third language
- Masters degree or equivalent
- Knowledge of world heritage issues and institutions

#### **QUALITIES REQUIRED FOR THE JOB**

- Having already shown leadership
- Public speaking skills
- Ability to work with the political level
- Diplomatic, flexible, courteous, methodical, creative
- Available for travelling

#### **SALARY TREATMENT**

Salary treatment will be determined by the experience and standards generally prevailing in international non-governmental organizations.

#### **CANDIDACIES**

The candidacies have to be sent to Ms. Andréanne Charest: [ACHAREST@OVPM.ORG](mailto:ACHAREST@OVPM.ORG)