



Notice of candidacy

Post of Secretary General of the Organization of World Heritage Cities

CANDIDACIES

Deadline to submit candidacies (international): 16 April 2021

Place of employment: Québec City, Canada

Starting date: Between October and December 2021 (with a 3-month trial period at the beginning of the mandate)

The candidacies have to be sent to Ms. Andr anne Charest: ACHAREST@OVPM.ORG

The candidacies (CV and motivation letter) must be sent in the three working languages of the OWHC: French, English and Spanish.

Two reference letters must accompany the candidacy application. Other documents supporting the application may be sent but are not required. The letters and documents need only be in 1 of the 3 working languages of the OWHC.

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 shall be elected to hold office at the General Secretariat, in Québec City, for an initial four (4) years, at and by the General Assembly. An offer for the position of Secretary General must be published within Canada and internationally. The Board of Directors shall select three applicants to be proposed to the subsequent General Assembly as candidates for the position of Secretary General. The



mandate may be renewed for only one (1) additional four-year (4) term at and by the General Assembly on the proposal of the Board of Directors.

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

- Development of the Organization including the recruitment of new member cities
- Representation of the Organization
- Public discourse and press relations
- Relations with international partners as well as governmental, non-governmental and private sectors
- Budget planning and implementation
- Development of a fundraising strategy
- Development and administration of programs
- Supervision of the personnel of the General Secretariat and close cooperation with the Regional Secretariats
- Preparation of the agenda and documents for meetings of the General Assembly and the Board of Directors

JOB REQUIREMENTS

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

QUALITIES REQUIRED FOR THE JOB

- Having already shown leadership in a top executive position for at least 5 years
- Public speaking and communication skills
- Ability to work with the political level
- Diplomatic, flexible, courteous, methodical, creative
- Available for travelling



SALARY

160 000 \$ CAN gross per year, with an annual salary adjustment in accordance with inflation.

EXPENSES COVERED BY THE OWHC

- Relocation costs to Quebec
 - Container (size to be determined) and its insurance
 - Airfare to Quebec for the Secretary General and immediate family members
 - Immigration legal expenses
 - Work visa costs
 - Temporary studio for the first 2 weeks of the trial period
- Mobile phone and mobile phone contract

EXPENSES NOT COVERED BY THE OWHC

- Housing
- Car
- School fees
- Relocation costs to home country once the mandate is completed
- Any other expenses

FURTHER CONSIDERATIONS

- 3-month trial period:
 - Immigration proceedings may begin, but no official moving process will be initiated.
 - Following the trial period, an assessment will be made by the Board of Directors, to determine if moving process can begin.
- 4-week paid vacation per year.
- Six months prior to the end of the first four-year term, an assessment will be made as to the extension of the contract for a second term.