

# ICOMOS

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES  
CONSEIL INTERNATIONAL DES MONUMENTS ET DES SITES  
CONSEJO INTERNACIONAL DE MONUMENTOS Y SITIOS

## ICOMOS seeks next Administrative Assistant (Bilingual English-French)

### WHO WE ARE

The International Council on Monuments and Sites (ICOMOS) is a non-governmental organisation whose mission is to promote the conservation and enhancement of cultural heritage throughout the world. As a membership organisation, it brings together a network of nearly 12,000 cultural heritage professionals in over 130 countries. Its work currently focuses on themes such as sustainable development, climate change, risk preparedness, rights-based approaches, and more.

The ICOMOS Headquarters in Charenton-le-Pont (just outside Paris) coordinate the implementation of the organisation's programme, as well as the decisions of the General Assembly and Board. It organizes statutory meetings, supports and develops the ICOMOS network, acts as a point of contact for partners and the public, coordinates projects and disseminates information and knowledge through its communication channels and Documentation Centre. In addition, its World Heritage Units provide advisory and evaluation services to States Parties necessary for the implementation of the World Heritage Convention.

### JOB DESCRIPTION

Under the operational responsibility of the Network Coordinator, the Administrative Assistant contributes to the smooth functioning of internal operations at ICOMOS Headquarters. While primarily supporting the Network Coordinator in coordinating the network of ICOMOS National and International Scientific Committees, internal communications, event management, and services to governing bodies, the Administrative Assistant may also receive specific tasks and work directly with senior management as needed. The role encompasses general office and secretarial support, logistical coordination for meetings and events, communication duties, and liaison with service providers.

### Key Responsibilities:

#### General Administrative Support of the Headquarters

- Provide secretarial support including:
  - handle mailings, correspondence, scheduling and travel arrangements;
  - draft, translate and format administrative documents;
  - disseminate information internally;
  - track staff leave in collaboration with the Finance Manager;
  - maintain accurate filing and record management of administrative and institutional documents (both paper and digital), including regular updates to internal guidelines and procedures.
- Mail and Office Supplies: Manage incoming and outgoing mail; monitor and replenish office supplies; ensure provision of staff equipment (including IT and badges) and premise maintenance;
- Service Providers: Liaise with service providers (e.g. IT, maintenance, subscriptions) to ensure smooth and uninterrupted office operations.
- Reception: Handle incoming calls and messages, and welcome visitors to the ICOMOS Headquarters.

#### Support to Network Coordination activities

- Assist the Network Coordinator in the effective coordination of ICOMOS National and International Scientific Committees and support to ICOMOS bodies.
- Respond to internal and external queries and facilitate communication.
- Assist with membership management, including collection of fees, distribution of membership cards, tracking and analysing of Committee/membership statistics, and direct handling of international memberships from countries without Committees.

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- Provide support to Committees and members in the use of the membership database and other collaborative tools; participate in coordinating technical improvements with external developers.
- Occasionally contribute to the implementation and coordination of special projects related to the network, such as the Culture-Nature Awards.

## Events Support

- Contribute to the logistical and administrative organisation of statutory and ad hoc meetings (e.g. venue and travel arrangements, registration and attendance tracking, preparation of documents and minutes, elections/voting, support during events).

## Communications

- Maintain and update internal contact and mailing lists; assist in the management of internal communication/IT tools (list-serve programme, Google Workspace).
- Support production and dissemination of newsletters; network announcements, as well as website updating.

## Support to senior management

- Provide support to the Director General and Deputy Director General for specific activities (e.g. research and analysis tasks, drafting and editing of texts).

## DESIRED EXPERIENCE AND SKILLS

- Degree level or equivalent higher education qualification. 1-2 year's work experience would be an advantage.
- Perfect command of written and spoken English and French essential (including excellent writing, editing and translation skills both ways). An additional language (in particular Spanish) is an advantage.
- Solid IT skills (Microsoft Office - including ability to produce clean layouts, Google Workspace, databases, websites, social networks, collaborative working tools, etc.) - ability to interact with IT suppliers.
- Strong numeracy skills - ability to handle a small budget and membership statistics.
- Proactive, dynamic and quick-thinking, as well as highly organized, rigorous, discreet, adaptable and autonomous - able to prioritise, contribute to improving processes and multi-task under tight deadlines.
- Team spirit, strong communication skills, diplomacy and ability to work in a multicultural environment
- Willingness to occasionally travel.

## APPLICATION PROCEDURE

An application letter and detailed curriculum vitae (including references) - both required in both English and French - as well as writing samples in both languages, should be emailed to [secretariat@icomos.org](mailto:secretariat@icomos.org), no later than 3 June 2025. Incomplete applications will not be considered. Please apply only if you meet the language and work permit requirements!

Shortlisted candidates will be interviewed in Charenton-le-Pont. Due to the volume of applications we receive, we will only be able to respond to shortlisted candidates – thank you for your understanding. For more information on ICOMOS, please visit [www.icomos.org](http://www.icomos.org)

Starting Date: Preferably from July/ and latest September 2025

Application deadline: 3 June 2025

## TYPE OF CONTRACT

Permanent contract (French CDI) preferably from mid-July /September 2025 (exact start date flexible). Salary depending on the profile and experience of the candidate – 27 000 € - 29 000 € gross annually

French work permit required.

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Position located at the ICOMOS headquarters in Charenton-le-Pont with the possibility of partial teleworking.

## **LOCATION**

The position is based at ICOMOS Headquarters in Paris, France.