

ICOMOS

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

Vacancy: Programme Associate, Evaluation Unit **Permanent contract starting in September 2026**

Sector

Cultural Heritage

Description of the organisation

The International Council on Monuments and Sites (ICOMOS) is a non-governmental organisation with a mission to promote the conservation and valorisation of cultural heritage around the world. As an association of members, it brings together nearly 11,000 cultural heritage professionals in more than 130 countries.

As the official advisory body for the implementation of the UNESCO World Heritage Convention, ICOMOS examines cultural and mixed candidature files (requests for preliminary analysis and nomination dossiers) for the World Heritage List. It also provides opinions and advice on potential future nominations. Finally, it participates in the examination of international assistance requests and contributes to capacity-building activities, particularly in relation to the establishment or updating of tentative lists.

These activities are carried out by the Evaluation Unit, one of the two units dedicated to World Heritage at ICOMOS Headquarters, with the support of its worldwide network of experts and its team of Advisors.

ICOMOS is now recruiting for the position of Programme Associate, Evaluation Unit.

Job description

Are you passionate about cultural heritage and international cooperation? Join ICOMOS at the heart of the World Heritage process. In this role, you will contribute directly to the evaluation of sites nominated for the UNESCO World Heritage List, working alongside leading heritage experts from every region of the world. You will be part of a small, dedicated team at ICOMOS Headquarters and take part each year in the session of the World Heritage Committee. This is a unique opportunity to play a hands-on role in the protection of the world's most significant cultural heritage.

Reporting to the World Heritage Evaluation Specialist, and in coordination with other members of the Unit and various units at Headquarters, the main responsibilities are as follows:

Processing of nominations for the World Heritage List:

- Identification of potential international experts for technical evaluation missions and consultations,
- Organization of the desk review process through ICOMOS National Committees and International Scientific Committees,
- Coordination and support of the work of the advisers (scheduling, distribution of materials, tracking of deadlines),
- Participation in the dialogue with States Parties,
- Contribution to the organization of the ICOMOS World Heritage Panel,
- Liaison with translators,
- Critical revision of texts (interim and final evaluation reports),
- Critical review of bilingual documents in English and French (proofreading, requests for additional information, expert mission reports, interim reports, evaluations),
- Compilation of evaluation volumes (text and illustrations),
- Preparation of PPT presentations for the World Heritage Committee,
- Ensuring the updating of formats,
- Ensuring continuity between the information gathered during the preliminary analysis phase and that transmitted to the Unit dealing with monitoring.

Contribution to the Unit's research and capacity-building activities, including the production of guidance documents and thematic publications, and, where appropriate, representing ICOMOS at international meetings or conferences.

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English is the primary working language for this position; French is used in day-to-day office communication and for specific documents.

Desired qualifications

- University degree (minimum Master's level) - or equivalent - in a field such as art history, archaeology, architecture, cultural heritage, political science, international relations, international project management
- At least 5 years of professional experience in an international organization, public administration, foundation or equivalent structure. Varied, demonstrated professional experience at a regional or international level, , as well as in project management and international relations
- Knowledge of the World Heritage Convention and the Operational Guidelines for the Implementation of the World Heritage Convention, to understand the context of ICOMOS's work and to appropriately use the terms and concepts employed in the professional environment will be considered an asset

Desired skills

- Excellent written and verbal communication skills. A perfect command of written and spoken English and French is essential. Bilingual or native English is considered an asset
- Strong writing skills and the ability to synthesize information in a bilingual environment
- Proficiency in standard office software and collaborative tools
- Attention to detail, organizational skills, and precision: managing multiple deadlines, overseeing complex processes
- A sense of confidentiality, discretion, and technical objectivity
- Strong interpersonal skills and diplomacy when interacting with people from diverse cultural and linguistic backgrounds
- Team spirit and the ability to work across units within a small organization
- Autonomy and initiative within the framework defined by management

Type of contract/ salary

Permanent contract (CDI) under French labour law, full-time (35 hours per week). Salary depending on candidate's profile and experience, starting from €31,200 gross per annum. Benefits include partial coverage of public transport costs, employer-contributed health insurance (mutuelle), and six weeks of paid annual leave.

French work permit required

Position based at ICOMOS Headquarters in Charenton-le-Pont, France, with the possibility of working partially remotely (1 to 2 days per week).

Starting date

September 2026

Application procedure

A cover letter, detailed curriculum vitae (including references if available), writing samples (if available) - all in English only, should be emailed to secretariat@icomos.org
Please only apply if you meet the language requirements!

Shortlisted candidates will be interviewed in Charenton-le-Pont, France. Due to the number of applications we receive, we will only be able to respond to shortlisted candidates - thank you for your understanding. For more information about ICOMOS, please visit www.icomos.org.

Application deadline

No later than 7 June 2026