

To: National Commissions for
UNESCO of invited Member States

Cc: Permanent Delegations to
UNESCO of invited Member States

Ref: PAX/DRX/RMS/NAC/2022/19

30 November 2022

Subject: **UNESCO / Kingdoms Institute: Kingdom of Saudi Arabia – AIUla
Fellowships Programme 2022**

Dear Secretaries-General,

On behalf of the Director-General, I am pleased to inform you that UNESCO is launching a call for applications for the UNESCO / Kingdoms Institute: Kingdom of Saudi Arabia – AIUla Fellowships Programme 2022.

Within the framework of cooperation agreement between UNESCO and the Royal Commission for AIUla signed on 9 November 2021, this new Fellowship Programme provides additional training opportunity to highly-skilled heritage experts and professionals in the field of Heritage Research, Conservation and Management, with the aim of improving scientific knowledge on heritage research and conservation and strengthen World Heritage management capacity, including with regards to emergency preparedness and response.

In collaboration with the Kingdoms Institute, the main instrument of Royal Commission for AIUla for research and conservation of Heritage, the first edition of this programme will recruit five fellows to undertake a 10-month assignment (a 4-month on-the-field training in the Region of AIUla and a 6-month sponsored traineeship in the Culture Sector of UNESCO Headquarters, or in one of the following UNESCO Field Offices: Amman, Cairo and Venice).

The first edition of this fellowships programme is open to nationals from the following UNESCO's Member States:

Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates and Yemen.

Applicants shall be meeting the following requirements:

- I. Minimum twenty-five (25) years old and under the age of forty (40) when applying.
- II. University degree (Master's Degree or equivalent) in the field of culture, heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

III. Language skills: Excellent knowledge of English (oral and written) and working knowledge of Arabic. Knowledge of French is preferable.

Enclosed with this letter, you will find the Application Guide to UNESCO / Kingdoms Institute: Kingdom of Saudi Arabia – AIUla Fellowships Programme for the concise application and selection procedures.

Applicants should submit their application by email to the following email address: ALULA2022@unesco.org, along with the required documents duly completed, by 5 January 2023 at the latest.

We kindly invite you to identify the most appropriate channels (including your website, press, social media, etc.) to circulate the information to the nationals of your country and reach out to the most qualified applicants.

UNESCO and the Royal Commission for AIUla will thoroughly assess the applications and invite a group of short-listed candidates for interview. The final selection of candidates will be jointly decided by UNESCO and the Royal Commission for AIUla. Both selected and non-selected candidates and the concerned National Commissions will be informed by e-mail of the result of the final selection by UNESCO.

Should you need further information, please contact Mr Fuad Pashayev, Chief of the National Commission and Fellowship Unit (f.pashayev@unesco.org, with copy to b.qin@unesco.org) and/or Ms Rossella Salvia (r.salvia@unesco.org), Head of Centre for Learning and Partnerships Development.

We thank you for your kind cooperation.



Mr Firmin Edouard Matoko

Assistant Director-General
Sector for Priority Africa and External Relations

Cc: Saudi National Commission for Education, Culture and Science
Permanent Delegation of the Kingdom of Saudi Arabia to UNESCO
Royal Commission for AIUla
Kingdoms Institute
UNESCO Culture Sector
UNESCO Amman Office
UNESCO Cairo Office
UNESCO Venice Office

Enclosure: Application Guide for UNESCO/Kingdoms Institute: Kingdom of Saudi Arabia – AIUla Fellowships Programme 2022

Annex IUNESCO / Kingdoms Institute: Kingdom of Saudi Arabia – AIUla Fellowships
Programme 2022**Terms of Reference****GENERAL INFORMATION**

Title/Field of expertise	:	Fellowship/Sponsored Traineeship
Organizational Unit	:	Sector for Culture (UNESCO HQs); UNESCO Field Offices
Duration	:	10 months: (Phase one - 4 months; Phase two – 6 months)
Location	:	Phase 1: Region of AIUla, the Kingdom of Saudi Arabia; Phase 2: UNESCO (Paris, France, Cairo-Egypt, Amman-Jordan, Venice-Italy)
Supervisor	:	Phase 1: Kingdoms Institute; Phase 2: Programme Specialist for Culture in (CLT/Sector - HQs, Amman, Cairo and Venice)

BACKGROUND INFORMATION

Within the framework of the cooperation agreement signed with the Royal Commission for AIUla (RCU) Saudi Arabia, on 09 November 2021, to protect and promote AIUla as a world-class heritage site and a sustainable tourism destination, UNESCO and AIUla agreed to receive 5 fellows/sponsored trainees, to assist in the implementation of activities, by combining on-the-field training in the Kingdoms Institute with on-the-job experience in the culture/heritage-related programmes and activities of UNESCO.

Within this context, the incumbents will be assigned as (i) Fellows to the Region of AIUla, during the first phase of the programme for a period of 4 months and (ii) as Sponsored Trainees to the Culture Sector of UNESCO (CLT Sector at HQs and UNESCO Field Offices in Amman, Cairo and Venice for a period 6 months).

Description of the Fellowship – Phase 1

Duration: 4 months (from April to August 2023)

During the first phase of the programme in the Kingdoms Institute, the incumbent will participate in the academic/vocational training and activities, which highlights state-of-the-art methods and techniques in heritage research and conservation.

Subject to his/her area of specialization and presented goals and interests in his/her fellowship proposal, the incumbent may engage actively with the Saudi and International specialists and be involved in the surveys, excavation, site conservation and associated analyses, contributing to the ongoing programmes and research efforts of Kingdoms Institute.

Under the auspices of the Royal Commission for AIUla and the supervision of the Kingdoms Institute, concise assignments, and work plan for the 4-month fellowship will be established and agreed upon in consultation with the incumbent before starting his/her fellowship assignment.

LEARNING OBJECTIVES

After the Fellowship programme, the incumbent will have:

- Become familiar with the collections, content, and detailed storyline of AlUla.
- Acquired knowledge of science and art of archaeological process and conservational practice within the scope of work of the Kingdoms Institute.
- Developed the ability and skills to implement innovation and sustainability in heritage-related study and programmes.

ADDITIONAL INFORMATION

(Background information on Kingdoms Institute)

The Kingdoms Institute is the first scientific institution in Saudi Arabia specifically focused on science applied to heritage research and conservation. It is a hub of research, education, outreach, and scientific cooperation from the Kingdom of Saudi Arabia to the World.

As part of the Royal Commission for AlUla, its core mandate is to research, conserve and disseminate the immense value to be found in the heritage of AlUla, Khaybar and Tayma, implementing innovation, local values and sustainability as strategic formulas for its programmes and projects.

The Kingdoms Institute integrates the core values of Saudi Arabian's Vision 2030 ambitions and the invaluable heritage of AlUla as a unique tool for stability, dialogue and growth through scientific knowledge sharing and communication.

Description of the Sponsored Traineeship – Phase 2

Duration: 6 months (from September 2023 to March 2024)

Depending on his/her expertise and the concurrent priorities of the receiving entity, the trainee will be assigned to the Culture Sector in one of the following duty stations: Headquarters (HQs)- Paris, notably the World Heritage Center or the Emergency Preparedness and Response Unit of the Culture Sector, UNESCO Field Office in Cairo, Amman, Venice).

The incumbent will work under the overall authority of the Director or Chief of Entity of Culture Sector/HQs); Director/Head of relevant Field Office and the direct supervision of the Culture Programme Specialist of the respective field office. The incumbent will contribute to the implementation of programmes and activities of the Culture Sector.

Under the guidance of the Director or the relevant Chief of Section, the supervisor and the trainee will agree upon objectives to achieve. Tasks assigned will be a combination of short-term assignments as much as addressing requests which need immediate action. This will require substantial flexibility and teamwork. The incumbent will be gradually given more responsibility and independence by the supervisor who will monitor and evaluate the performance of the Trainee in terms of quality, ability to meet deadlines, problem solving, initiatives and teamwork, according to the work plan/objectives established and agreed upon. More specifically he/she will:

- Support in the coordination, implementation and monitoring of activities and projects under the Culture Programme.
- Contribute to the implementation of the information and communication activities to enhance visibility of activities and projects implemented under the Culture Programme and achievements of the project results.

- Ensure information sharing with relevant internal and external stakeholders in relation to activities implemented.
- Participate in resource mobilization efforts by supporting the preparation of concept notes, proposals, reports, briefs, factsheets, and presentations.
- Assist in organizing consultative and training workshops related to activities and projects under the Culture Programme.
- Undertake other assignment as requested by the Culture Programme Specialist.

LEARNING OBJECTIVES

After the traineeship, the sponsored trainee will have:

- Acquired knowledge of UNESCO's Culture programme and the UNESCO Culture Conventions and their contribution to sustainable development.
- Gained knowledge of UNESCO's programmes and priorities.
- Attained basic experience in project management; setting particular objectives and develop appropriate monitoring and evaluation mechanisms.
- Gained knowledge of the work and general functioning of international organizations and UN system.
- Strengthened his/her analytical, communication, negotiation and interpersonal skills.
- Learnt how to deal with diverse stakeholders; Build capacity and partnerships and resource mobilization skills.

ADDITIONAL INFORMATION

<https://www.unesco.org/en/culture>

<https://en.unesco.org/fieldoffice/amman>

<https://en.unesco.org/fieldoffice/cairo>

<https://en.unesco.org/fieldoffice/venice>

REQUIRED QUALIFICATIONS

Education: University degree (Master's Degree or equivalent) in the field of culture, heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Subjects: Culture, Heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences.

Language skills: Excellent knowledge of English (oral and written) and working knowledge of Arabic. Knowledge of French is preferable.

Competencies and Skills

- Basic knowledge of UNESCO's work in the field of Culture and Sustainable Development.
- Good organizational, planning and project design skills.
- Good (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner. Ability to analyze and collect, summarize and analyze information from various sources.

- Interpersonal and communication skills, including the ability to interact with a wide range of stakeholders within UNESCO.
- Strong sense of ethics, integrity, diplomacy, tact and discretion.
- Ability to work effectively in a team and maintain good working relationships in a multicultural environment;
- Capacity to multi-task with ability to manage a heavy workload and meet tight deadlines, paying close attention to detail and quality of work.
- Good IT skills including good knowledge of standard office software.

HOW TO APPLY

Note: Candidates (nationals) from the following Member States - Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates and Yemen - are invited to apply.

A) General requirements for candidates applying to the vacancy announcement:

- Minimum twenty (25) years old and under the age of forty (40) when applying.
- University degree (Master's Degree or equivalent) in the field of culture, Heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.
- Language skills: Excellent knowledge of English (oral and written) and working knowledge of Arabic. Knowledge of French is preferable.

Applicants should submit their application directly to UNESCO, along with the required documentation, indicated hereunder, to the following email address: **ALULA2022@unesco.org**.

Any request or question concerning the application process may be addressed to: **ALULA2022@unesco.org**.

Applications must be submitted to UNESCO by **5 January 2023** (midnight, CET) at the latest. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter for interviews.** All documents should be in English.

B) Required Documents to be submitted for the application (only complete applications will be considered)

- (i) A Curriculum Vitae
- (ii) Certified photocopies of diplomas.
- (iii) An Application Form completed in English.
- (iv) A Motivation Letter written in English (1 page maximum).
- (v) A proposal form filled in English (maximum 3 pages), including the following mandatory information:
 - Title of the proposal;
 - Selection of the Fellowship profile (Management of World Heritage Sites / Heritage Research / Heritage Conservation);
 - Brief presentation of the candidate (maximum 1 page);



- Brief description of the proposal (1 page);
 - Why the candidate's proposal is innovative, and will be an added value for AIUla and UNESCO (1/2 page);
 - Date and signature.
- (vi) A copy of Passport with an expiry date later than July 2023.

الهيئة الملكية لمحافظة العلا Royal Commission for AlUla



About AlUla and the Kingdom's Institute

AlUla: 200,000 years of human legacy & 7,000 years of human civilisation

Discovering AlUla

Saudi Arabia has been described as a crossroads of civilisations; nowhere is this truer than in AlUla. The region of Al Ula is an extraordinary example of a cultural landscape, where it is possible to trace human interaction with the environment for thousands of years.

AlUla is a county covering an area of around 23,000km² in north-west Saudi Arabia. The capital, AlUla city, is located in the Wadi Al-Qura, approximately 325km north of Madinah, 750km from Makkah and 1,100km from Riyadh. AlUla Valley and the surrounding area constitute a place of extraordinary human and natural heritage. Its landscape includes a lush oasis and spectacular sandstone mountains that have influenced thousands of years of human history.

Sites dating from the Palaeolithic period, possibly upwards of 200,000 years old, demonstrate the range of time for which human populations may have used and occupied this landscape, which are significant and relatively unknown in the region. A good example is the Harrat 'Uwayrid lava fields, where there is evidence of prehistoric sites with lithic artefacts, stone structures, petroglyphs, and inscriptions.

Notable sites also include Dadan, the capital of the Dadan and Lihyan kingdoms, Jabal Ikma, Qurh and Umm Daraj, as well as more than 20,000 megalithic structures and thousands of ancient inscriptions and rock art. Hegra Archaeological Site (al-Hijr / Madā' in Ṣāliḥ) is Saudi Arabia's first UNESCO World Heritage Site, the Nabataean city, which is second only to Petra in historical significance during that period.

About the Kingdoms Institute:

The Kingdoms Institute is the first scientific institution in Saudi Arabia specifically focussed on science applied to heritage research and conservation. It is a hub of research, education, outreach, and scientific cooperation from the Kingdom of Saudi Arabia to the World.

As part of the Royal Commission for AlUla, its core mandate is to research, conserve and disseminate the immense value to be found in the heritage of AlUla, Khaybar and Tayma, implementing innovation, local values and sustainability as strategic formulas for its programmes and projects.

The Kingdoms Institute integrates the core values of Saudi Arabian's Vision 2030 ambitions and the invaluable heritage of AlUla as a unique tool for stability, dialogue and growth through scientific knowledge sharing and communication.

About The Royal Commission for AlUla

The Royal Commission for AlUla (RCU) was established by royal decree in July 2017 to protect and safeguard AlUla, a region of outstanding natural and cultural significance in North-West Saudi Arabia. RCU is embarking on a long-term plan to develop and deliver a sensitive, sustainable transformation of the region, reaffirming it as one of the country's most important archaeological and cultural destinations and preparing it to welcome visitors from around the world. RCU's development work in AlUla encompasses a broad range of initiatives across archaeology, tourism, culture, education and the arts, reflecting the ambitious commitment to cultivate tourism and leisure in Saudi Arabia, outlined in Vision 2030.

For more information, please visit: www.rcu.gov.sa

UNESCO / Kingdoms Institute: Kingdom of Saudi Arabia – AIUla Fellowships Programme 2022

Application Guide

TABLE OF CONTENTS	
1. Introduction	8. Facilities Provided
2. Programme Timeline	9. VISA
3. General Requirements	Annex I: Terms of Reference for Fellowship/Sponsored Traineeship
4. Profiles Envisaged	Annex I: Application Form
5. Required Application Documents	Annex III: Proposal Form
6. Submission of Applications	Annex IV: Brief on the Region of AIUla
7. Selection of Candidates	

1. Introduction

Within the framework of the strategic cooperation between UNESCO and the Royal Commission for AIUla to protect, develop and promote AIUla in UNESCO's fields of competence and to contribute to the achievement of the 2030 Agenda for Sustainable Development, UNESCO and the Kingdoms Institute, the main instrument of Royal Commission for AIUla for research and conservation of Heritage, will jointly convene 5 fellows in the field of Heritage Research, Conservation and Management for a 10-month fellowship programme.

With the aim of improving the scientific knowledge on Heritage Research and Conservation and strengthening World Heritage management capacity, including with regards to emergency preparedness and response, this programme provides additional learning opportunities to highly-skilled heritage experts and professionals, by combining on-the-field training in the Kingdoms Institute, with on-the-job experience in the culture/heritage-related programmes and activities of UNESCO.

The programme will last for 10 months and take place in two phases. In the Phase 1, the five (5) selected professionals will undertake a 4-month fellowship at the Kingdoms Institute in the region of AIUla of Saudi Arabia. The Phase 2 will constitute a 6-month sponsored traineeship in UNESCO, and the five selected professionals will be assigned to UNESCO Paris Headquarters, or one of the three receiving Field Offices of UNESCO (in Amman, Cairo, or Venice).

2. Programme Timeline

The Programme Timeline is tentatively outlined hereunder:

Month/Year	Procedures
5 December 2022-5 January 2023	Application Submission
January – early March 2023	Selection of candidates
Late March 2023	Award of fellowships
April - August 2023	Fellowship Phase 1
September 2023 – March 2024	Fellowship Phase 2

3. General Requirements

For the first edition of the programme, nationals from the following invited Member States are invited to apply:

Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates and Yemen

Applicants should meet the following general requirements:

- Be at least twenty-five (25) years old and under the age of forty (40) when applying.
- University degree (Master's Degree or equivalent) in the field of culture, Heritage management, architecture, urban planning/development, archaeology, conservation, museum management, cultural policies, international relations, social and human sciences or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.
- Language skills: Excellent knowledge of English (oral and written) and working knowledge of Arabic. Knowledge of French is preferable.

4. Profiles Envisaged

The main profiles sought for the first cohort of this programme are the following:

- Management of World Heritage Sites: 1 Fellowship.
- Heritage Research (Archaeology/Built Heritage/Intangible Cultural Heritage.): 2 Fellowships.
- Heritage Conservation, including with regards to emergency preparedness and response: 2 Fellowships

Please refer to **Annex I** for the Terms of Reference of the placement offers.

5. Required Application Documents :

- A Curriculum Vitae
- Certified photocopies of diplomas.
- An Application Form completed in English (1 page maximum).
- A motivation letter written in English (1 page maximum)
- A proposal form completed in English (maximum 3 pages), including the following mandatory information:
 - Title of the proposal;
 - Selection of the Fellowship profile (Management of World Heritage Sites / Heritage Research / Heritage Conservation);



- Brief presentation of the candidate (maximum 1 page);
 - Brief description of the proposal (1 page);
 - Why the candidate's proposal is innovative, and will be an added value for AIUla and UNESCO (1/2 page);
 - Date and signature.
- (vi) A copy of Passport with an expiry date later than July 2023.

Documents in a language other than English must be attached with a notarized English translation and all submitted documents must be clear, authentic, and valid.

6. Submission of Applications

Applications, with all the required documents should be submitted by email to ALULA2022@unesco.org by Midnight (Central European Time) on **5 January 2023** at the latest.

Applicants who submit incomplete application, or submit applications after the deadline, will not be considered.

7. Selection of Candidates

UNESCO and the Royal Commission for AIUla will jointly select the most qualified candidates for the 5 fellowship positions based on the results of assessment and interview, considering the joint commitment of UNESCO and the Saudi Authority to ensure gender equality and cultural diversity.

Shortlisted candidates will be contacted by UNESCO and invited for interviews. Both selected and non-selected candidates and the concerned National Commissions will be informed by e-mail of the result of the final selection by UNESCO.

8. Facilities Provided

(i) Phase 1 (April – August 2023)

- A round-trip international ticket in economy class to enter and exit the Kingdom of Saudi Arabia.
- A round-trip ticket in economy class to enter and exit the Region of AIUla.
- Accommodation, local transportation and food (7 days per week).
- Stipends to cover other living expenses in Saudi Arabia, in accordance with UN regulation and stipend rates for fellows and scholars in the Kingdom of Saudi Arabia.
- Medical Insurance provided by the Royal Commission for AIUla.
- Institutional quarantine in the Kingdom of Saudi Arabia, depending on sanitary regulations and procedures in the moment of arrival.

(ii) Phase 2 (September 2023 – March 2024)

- An international travel ticket in economy class to enter and exit the assigned duty station of UNESCO
- Stipends to cover meals, accommodation, local transportation, and other living expenses, in accordance with UN regulation and stipend rates for fellows and scholars in the assigned duty station.
- Medical Insurance provided by the Royal Commission for AIUla.



9. VISA

The Royal Commission for AlUla will sponsor the visas. The Fellows must make all the specific arrangements with Saudi Embassies or Consulates in their country of origin. All the issues related to the COVID compliance obligations (PCR tests and vaccination) that are mandatory to enter Saudi Arabia must be adequately accomplished and sponsored by the requesting Fellows and must be documented in advance to their travel to the country.