



Centre for Heritage Development in Africa (Formerly PMDA)

Old Law Court Building
Nkrumah Road
P.O. Box 90010
MOMBASA, KENYA

Phone: 254 41 2225114

Fax: 254 41 2227985

Email: pmda@heritageinafrica.org

www.heritageinafrica.org

Coordinator - Immovable Heritage Programmes Sought by CHDA

CHDA seeks to engage a **Coordinator- Immovable Heritage Programmes** from Heritage Institutions in English Speaking sub-Saharan African countries to be based at CHDA, Mombasa, Kenya.

The Job:

The Coordinator-Immovable Heritage Programmes will be responsible to the CHDA Director for:

- Identifying short and long term programme orientations for immovable heritage programmes at CHDA
- Writing fundraising proposals for future CHDA immovable heritage programmes
- Assisting the director in establishing and maintaining funding and technical partnerships for immovable heritage programmes at CHDA
- Ensuring the effective and efficient implementation of CHDA programmes in the field of Immovable heritage
- Ensuring the timely production of narrative and financial reports on CHDA's immovable heritage activities
- Participating as a resource person to CHDA's immovable heritage activities, where appropriate
- Work in close collaboration with the CHDA staff team to ensure the success of other CHDA programmes
- Carry out any other CHDA activities as assigned by the CHDA Director

Desired Qualifications & Experience:

- A minimum qualification of a University degree in a field related to the Conservation and Management of Immovable heritage
- A minimum of 3 years working experience in the field of immovable cultural Heritage Conservation and management
- Experience in planning, coordination, and fundraising for heritage Programmes
- Successful participation in the Africa 2009 three months course on management and conservation of immovable heritage and experience in coordinating at least one Africa 2009 activity will be an added advantage
- Excellent writing and reporting skills in English
- Networking and team working skills
- Must be Computer literate and demonstrate knowledge in use of relevant computer packages required for his/her work

Board of Directors: The Director General - NMK, Kenya - (Chairperson), The Director General - ICCROM, Italy - (Vice-Chairperson), Ms. R. Andrade - Swaziland, Dr. F. Musonda - Zambia, Dr. K. Labi - Ghana

Nature of Contract:

2.5 to 3-year renewable contract - **Effective 1st June, 2007**

Remuneration:

An attractive package will be offered to the successful candidate.

Application submission:

Interested candidates should send applications to:

The Coordinator
CHDA - Centre for Heritage Development in Africa
Old Law Courts Building, Nkrumah Road
P.O. Box 90010
Mombasa, Kenya

Fax: +254 41 2227985

E-mail: mubiana@swiftmombasa.com

Please provide two independent professional references.

Application Deadline:

31st March, 2007.
