Call for Expression of Interest

Post Title: Project Specialist
Reference: UNWTO/HHR/CFE/03/ECSR/2020
Area/Type: I / 4A
Department: Ethics, Culture and Social Responsibility Department
Contractual Status: Service Contract
Duty Station: Madrid, Spain
Start Date: As soon as possible
Duration: 12 months
Deadline for Applications: 05 February 2020

DUTIES AND RESPONSIBILITIES

The World Tourism Organization (UNWTO) is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

UNWTO is currently looking for a Project Specialist for its Ethics, Culture and Social Responsibility Department to strengthen the department’s Culture and Tourism programme. The department is also tasked with the promotion of the Global Code of Ethics of Tourism, and the related activities in the sphere of Corporate Social Responsibility, Human Rights, Accessible Tourism for All, Gender Equality and Women and Youth Empowerment, and Children’s Rights. The department further coordinates the activities of the World Committee on Tourism Ethics.

Under the supervision of the Head, Ethics, Culture and Social Responsibility Department, the incumbent performs the following duties:

1. Assists in the preparation, coordination and elaboration of content of international events, conferences and technical seminars/workshops organized or co-organized by the department related tourism and culture;
2. Proofreads and edits studies and reports prepared by Experts, in particular the Creative Tourism Report, to be issued in 2020;
3. Develops communication platforms to showcase good practices in cultural tourism, especially related to indigenous cultural expressions and creative industries;
4. Implements awareness raising campaigns on the Recommendations of the World Committee on Tourism Ethics on Sustainable Development of Indigenous Tourism, approved by the UNWTO General Assembly in 2019;
5. Creates a compendium of good practices between tourism and creative industries including the uses of new technologies in cultural tourism;
6. Supports the department in building and strengthening partnerships with representatives from the culture sector so as to enhance the understanding and management of cultural tourism and collaborate in potential joint projects, in particular in the field of indigenous people’s cultural expressions and creative industries;
7. Prepares working documents, publications, minutes and reports of internal and external meetings, briefing points and speeches related to the different areas of work of the department, with a particular focus on the reports on culture, intercultural dialogue, as well as on accessible tourism;
8. Conducts research of relevant information, conferences, academic journals and studies related to the social dimensions of tourism;
9. Prepares meetings with other UNWTO departments and contributes with culture-related content in in-house project proposals, their implementation and external communication;
10. Extracts and analyzes relevant information on culture and social responsibility obtained from surveys and assists in drafting reports to institutional bodies;
11. Regularly drafts and updates web contents of the department;
12. Provides general administrative support to the department, and
13. Performs other duties, as required.

**REQUIREMENTS**

**Academic**

University degree in cultural heritage studies, social sciences, international relations or communications; a university degree in another discipline may be accepted in lieu if it is pertinent to the requirements of the post and in combination with relevant professional experience.

**Experience**

Minimum of four years of professional experience in a field related to the activities of the department.

**Languages**

- Fluency in English and Spanish is essential;
- Good working knowledge of another of the official languages of the Organization (Arabic, French, or Russian) is an asset.

**Computer Skills**

- Computer literacy in Microsoft Office software and Windows 7.

**Other Skills and Competencies**

- Analytical, creative and organizational skills;
- Strong oral and written communication skills in the languages required;
- Demonstrated ability to work independently within the assigned areas, showing initiative and good judgment;
- Sense of responsibility and commitment;
- Demonstrated ability to work under pressure and meet tight deadlines;
- Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Previous experience in the United Nations or another international organization is an asset.

**Remuneration and Other Conditions**

The monthly remuneration of the selected candidate would be in the base range of **EUR 2,000 to EUR 2,300**, depending on previous professional experience, skills and competencies. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization’s procedures). The Organization will contribute 13% of the aforementioned monthly remuneration to the individual’s pension scheme.

**Application Procedure**

Interested applicants are requested to complete the [Online UNWTO Personal History Form](#). Please note that UNWTO will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

- As per UNWTO’s policy on contractual mechanisms, the maximum length of service for Service Contracts shall be limited to three years, extendable on an exceptional basis up to a total of four years;
- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
- Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;
There is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered. Any extension beyond the advertised duration is subject to the availability of funds and necessities of service.