

## Call for Expression of Interest

<b>Post Title:</b>	Project Specialist	<b>Duty Station:</b>	Madrid, Spain
<b>Reference:</b>	UNWTO/HHRR/CFE/04/IIDT/2020	<b>Start Date:</b>	As soon as possible
<b>Area/Type:</b>	I / 4B	<b>Duration:</b>	12 months
<b>Department:</b>	Innovation, Investments and Digital Transformation	<b>Deadline for Applications:</b>	<b>28 January 2020</b>
<b>Contractual Status:</b>	Service Contract		

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### 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 **Innovation, Investments and Digital Transformation Department**. The department is responsible for developing and leading the innovation and digital transformation strategy that allows UNWTO to boost the innovation ecosystem in the tourism industry worldwide.

Under the supervision of the Senior Expert on Innovation, Investments and Digital Transformation, the incumbent performs the following duties:

1. Contributes to the development of the innovation and digital transformation strategy that will allow UNWTO to boost the innovation ecosystem and foster digital transformation into the global tourism industry;
2. Coordinates the development of new UNWTO services and platforms focused on innovation and digital transformation;
3. Holds meetings with strategic stakeholders and evaluates project proposals and opportunities, ensuring that they are in line with the UNWTO Management Vision and Priorities and the Sustainable Development Goals;
4. Manages relationships with key stakeholders and engages them in the strategic activities of the department;
5. Provides assistance to Regional Departments and UNWTO Member States in the development and presentation of strategies and initiatives to drive digital transformation for a more sustainable sector;
6. Provides overall support in the day-to-day operations of the department;
7. Performs other duties, as required.

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### REQUIREMENTS

<b>Academic</b>	University degree in a field related to the activities of the department; 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.
<b>Experience</b>	Minimum of four years of professional experience in a field related to the activities of the department.

<b>Languages</b>	<ul style="list-style-type: none"> <li>▪ Fluency in English and Spanish is essential;</li> <li>▪ Good working knowledge of another of the official languages of the Organization (Arabic, French or Russian) is an asset.</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>▪ Computer literacy in Microsoft Office software and Windows 7.</li> </ul>
<b>Other Skills and Competencies</b>	<ul style="list-style-type: none"> <li>▪ Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;</li> <li>▪ Ability to work independently within assigned areas, showing initiative and judgment;</li> <li>▪ Sense of responsibility and commitment;</li> <li>▪ Excellent writing and communication skills;</li> <li>▪ Ability to work under pressure and meet tight deadlines;</li> <li>▪ Previous experience in the United Nations or another international organization would be an asset.</li> </ul>
<b>Remuneration and Other Conditions</b>	<p>The monthly remuneration of the selected candidate would be <b>EUR 1,800</b>. 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.</p>
<b>Application Procedure</b>	<p>Interested applicants are requested to complete the <a href="#">Online UNWTO Personal History Form</a>. 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.</p>
<ul style="list-style-type: none"> <li>▪ <b>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;</b></li> <li>▪ Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;</li> <li>▪ 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;</li> <li>▪ <b>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.</b></li> </ul>	