Call for Expression of Interest

Post Title: Project Specialist
Reference: UNWTO/HHR/CFE/05/RDAP/2020
Area/Type: I / 4B
Department: Regional Department for Asia and the Pacific
Contractual Status: Service Contract
Start Date: As soon as possible
Duration: 12 months

Duty Station: Madrid, Spain
Deadline for Applications: 24 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 Regional Department for Asia and the Pacific.

The Regional Department for Asia and the Pacific is responsible for the coordination, follow-up and reporting of the activities undertaken in Asia and the Pacific. Through continuous relations with each and every Asian Member States, as well as with the Affiliate Members in the region, the programme ensures a fair, yet strategic, geographically balanced repartition of UNWTO activities. It also establishes and maintains relations with non-Member States in order to integrate them within the Organization.

Under the supervision of the Director, Regional Department for Asia and the Pacific, the incumbent performs the following duties:

1. Plans, develops and assists in the implementation of project activities related to the department’s Programme of Work, in particular, in relation to the UNWTO/Chimelong Initiative; coordinates and monitors these activities and collaborates with internal and external stakeholders;

2. Provides logistical and technical support in the preparation of meetings, conferences, and capacity-building courses organized by the department; coordinates with counterparts on the logistical arrangements of participants, including travel arrangements and drafting of invitation letters; assists in the development of technical content for the conferences of the department;

3. Closely monitors the tourism and travel industry policy developments in the Member States and at the Asia and the Pacific level; prepares relevant background country profiles of the Asia and the Pacific Member States and regularly updates briefing notes and country reports;

4. Assists in reviewing deliverables, and in the timely implementation for the completion of the following research activities:

   - UNWTO/GTERC Asia Tourism Trends 2020 Edition;
   - Beyond Gateways: Tourism Dispersal Policies (publication undertaken in coordination with Department of Tourism Market Trends and Competitiveness);
   - Buddhist Tourism in Asia: Towards Sustainable Development and the coordination of its subsequent technical seminar/conference;
   - UNWTO/Chimelong report on Sustainable Development in Asia and the Pacific: Good Practices and their Implications;
- UNWTO/Chimelong Scholarship for Tourism PhD Students– Project Reports on Wildlife Conservation and Sustainable Tourism Development.

5. Conducts research and prepares reports on potential ways to engage Non-Member States of the Asia and the Pacific region; conducts research on relevant information, conferences, academic journals and studies related to the activities of the department;

6. Assists in the preparation of background information and briefings on Asia and the Pacific Member States on the occasion of official visits at the UNWTO Headquarters;

7. Provides general administrative support to the department; prepares and reviews agreements, travel requests and financial documents;

8. Performs other duties, as required.

**REQUIREMENTS**

**Academic**
- University degree in tourism and hospitality, international relations or 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.

**Experience**
- At least four years of professional experience in a field related to the activities of the department.

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

**Computer Skills**
- Computer literacy in Microsoft Office software and Windows 7;
- Familiarity in managing and maintaining databases.

**Other Skills and Competencies**
- Experience in project coordination (project management, administrative tasks), preferably in the Asia-Pacific context;
- Respect for confidentiality and discretion;
- Strong organizational and planning skills;
- Good analytical and communication skills;
- Client-oriented;
- Demonstrated ability to work independently within the assigned areas, showing initiative and judgment;
- Able to work under pressure and tight timelines;
- Sense of responsibility and commitment;
- Strong teamwork spirit and adaptability skills;
- Ability to work harmoniously in a multicultural environment;
- Previous experience in the United Nations or other international organization is an asset.

**Remuneration and Other Conditions**
The monthly remuneration of the selected candidate would be in the base range of **EUR 1,800 - EUR 2,200**, 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

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- 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.