Vacancy Notice (Re-advertisement)
(Applicants who have already applied for this post do not need to re-apply)

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Conference Services Assistant</th>
<th>Duty Station:</th>
<th>Madrid, Spain</th>
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</thead>
<tbody>
<tr>
<td>Grade:</td>
<td>G.5</td>
<td>Date of Entry into Duty:</td>
<td>As soon as possible</td>
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<tr>
<td>Reference</td>
<td>UNWTO/HHRR/VAC/38/COSE/2019</td>
<td>Duration of Appointment:</td>
<td>Two years</td>
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<tr>
<td>Department:</td>
<td>Conference Services</td>
<td>Deadline for Applications:</td>
<td>9 March 2020</td>
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</tbody>
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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.

The **Conference Services Department** is responsible for providing translation, interpretation and terminology services, organizing the meetings of the General Assembly, Executive Council and other related events and activities. The department is also responsible for managing the documentation for these events and providing conference support services to other departments in the Secretariat.

Under the supervision of the Chief of Cabinet, the incumbent performs the following duties:

1. Assists in the planning and coordination of statutory and other UNWTO meetings held internally and externally, and liaises with departments, clients, and all other relevant services involved;

2. Ascertains the preparation and the signing of hosting agreements and the correctness and completeness of all parameters of a meeting (number of participants, online registration, conference room(s) assigned, interpretation requirements, number of parallel meetings to be held requiring interpretation services, working languages, summary record coverage, sound recording requirements, voting equipment and signs needed, etc.);

3. Ensures the coordination of working documents of meetings (format compliance, deadlines, etc.) with corresponding departments, as well as the preparation of decisions/resolutions and their final posting on the UNWTO website;

4. Acts as central point of contact for meetings management by providing assistance and advice in response to queries from delegations, secretariats and other clients;

5. Tracks and follows up on events and conclusions, and provides appropriate guidance when necessary;

6. Serves as the focal point for new software tools related to the department’s activities and provides guidance on the use of relevant electronic applications;

7. Prepares regular reports of meetings, as well as any other statistical reports relevant to the department’s activities; maintains relevant databases;

8. Drafts correspondence on the activities of the department and provides general administrative support on common services;

9. Provides guidance and training, as needed, to other personnel;
REQUIREMENTS

Academic
- Secondary school education is required; additional training in user support or other technical studies would be desirable.

Work Experience
- Four years of progressively responsible experience in conference/event management, user support or related area, including at least one year of related work experience, and at least one year at the G.4 level or equivalent.

Languages
- Fluency in English or Spanish is essential, with an excellent command of the other;
- 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;
- Good knowledge of databases and electronic applications related to conference services;
- Good knowledge of event management software applications.

Competencies
- Knowledge of conference policies, procedures and practices;
- Knowledge of processing and dispatching UN statutory documents is an asset;
- Ability to research, select, organize and summarize information;
- Good communication skills;
- Ability to work harmoniously in a multicultural environment;
- Excellent client orientation;
- Tact, discretion and respect for confidentiality;
- Planning and organizing;
- Teamwork;
- Creativity;
- Technological awareness;
- Commitment to continuous learning;
- Previous experience in the United Nations or another international organization is an asset.

Remuneration
The initial base salary is EUR 38,299 per annum.

Other conditions
The initial grade and step on appointment will be determined by the Secretary-General on the basis of qualifications and in the light of previous similar appointments and could be at a grade different from that shown above. Appointments are normally at step 1 of the grade. The Secretary-General reserves the right to appoint a candidate at a lower level than the advertised level of the post.

If, following consideration of applications, the Secretary-General proceeds to fill this vacancy, a fixed-term appointment for a period of two years – subject to a four-month probationary period – will be offered. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.

The type of recruitment is local.

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.
- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
- In filling vacancies, due regard will be paid towards maintaining a staff selected on a wide and equitable geographical basis. Candidates of all nationalities are welcome to apply; under similar circumstances, preference will be given to nationals of UNWTO Member States. Women candidates and nationals from non-represented Member States in the UNWTO Secretariat are encouraged to apply;
- 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.