Call for Expression of Interest

Post Title: Project Specialist
Reference: UNWTO/HHRR/CFE/09/AFMS/2020
Duty Station: Madrid, Spain
Start Date: As soon as possible
Area/Type: I / 4B
Department: Affiliate Members
Contractual Status: Service Contract
Duration: 12 months
Deadline for Applications: 3 May 2020 (Deadline extended)

**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 Affiliate Members Department. The Affiliate Members Department provides a space for members to engage in dialogue, share information and take further action. Its principal mission is to foster synergies among Affiliate Members and Member States and to promote the exchange of knowledge among key stakeholders with the objective of contributing to the promotion of the United Nations Sustainable Development Goals.

Under the supervision of the Director, Affiliate Members Department, 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 and strategy; coordinates and monitors these activities and collaborates with internal and external stakeholders;

2. Works closely with Affiliate Member counterparts to build cooperative relationships and coordination on project activities;

3. Participates in horizontal networking internally and externally in representation of UNWTO in order to further and promote the department and its work;

4. Supports the public information activities of UNWTO by publishing the AM Newsletter (proposal, initial design, call for submissions, reception and editing of AM submissions, final design, distribution and creation of Newsletter section on AM website) as well as developing content for the Affiliate Members promotional material;

5. Writes content for the website, newsletters, press releases, publications etc.; Generates proposals and content for the promotional campaigns of the Affiliate Membership carried out by the department;

6. Provides technical support and assistance including participation in field missions; Elaborates briefing notes, reports and presentations in line with the needs of the department;

7. Provides general and specific support to members; answer queries, manage correspondence, drafting and coordinating mass mailings and official communications;

8. Performs other duties as required.
## REQUIREMENTS

### Academic
- 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.

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

### Languages
- Fluency in English is essential;
- Fluency in Spanish is a strong asset;
- 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;
- Familiarity in managing and maintaining databases.

### Other Skills and Competencies
- Excellent communication skills, written and oral 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 harmoniously in a multicultural environment;
- 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 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 consideration.

### Notes
- **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.**