Vacancy Notice

Post Title: Deputy Director  
Grade of the Post: P.3  
Duty Station: Madrid, Spain  
Date of Entry into Duty: As soon as possible  
Vacancy Reference: UNWTO/HHRR/VAC/10/RDEU/2020  
Duration of Appointment: Two years  
Department: Regional Department for Europe  
Deadline for Applications: 7 June 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.

The Regional Department for Europe is responsible for the coordination, follow-up and reporting of the activities undertaken in the European region. Throughout continuous relations with each and every Full, Associate and Affiliate Member in the European region, the department ensures a geographic partition of UNWTO activities. The department also establishes and maintains relations with non-Member States and other stakeholders, in order to integrate them within the Organization.

Under the supervision of the Director, Regional Department for Europe, the incumbent performs the following duties:

1. Monitors and analyses project/programme development to support the supervisor in the implementation of the UNWTO Programme of Work in the region, through the preparation, analysis and evaluation of technical documents; makes recommendations on new areas of research and activities based on the priorities of the region;

2. Coordinates and participates in the effective implementation of events (meetings, seminars, workshops, tourism trade fairs); initiates and coordinates outreach activities, develops communication and stakeholder engagement plans and conducts training workshops and seminars;

3. Evaluates requests for technical assistance missions and refers these to the relevant department in the Organization; as appropriate, ensures the follow-up given to such requests, the permanent contact with the representatives and focal points of the Member States and other regional bodies and institutions;

4. Actively participates in horizontal networking and information sharing with other international and regional organizations on policy matters, in particular with the institutions of the European Union and other key stakeholders to engage them in the activities of the department;

5. Effectively coordinates the negotiation, preparation and implementation of relevant agreements with European Members and other regional partners;

6. Supports the supervisor in promoting the presence of the Organization and the Affiliate Member Programme, and keeps abreast of political issues in the region, with a particular focus on issues
related to sustainable tourism development within the global framework of the UN Agenda 2030 and the Sustainable Development Goals (SDGs);

7. Participates in the preparation of the programme of activities and budget;

8. Drafts quantitative components of reports and presentations;

9. Supports the public information activities of the department by drafting press releases and news articles, as well as providing routine technical information to the general public, shareholders and partners;

10. Performs other related duties as required.

REQUIREMENTS

Academic
- Advanced university degree (Master’s degree or equivalent) in business administration, management, economics, international relations or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience and Basic Competencies
- A minimum of five years of progressively responsible experience in project/programme management, tourism, administration or related area;
- Client orientation;
- Communication skills;
- Accountability;
- Planning and organizing;
- Teamwork;
- Creativity;
- Technological awareness;
- Commitment to continuous learning.

Languages
- Fluency in English is required;
- Good working knowledge of one of other official languages of the Organization (Arabic, French, Spanish or Russian) is an asset.

Computer Skills
- Computer literacy in Microsoft Office software and Windows 7.

Other Skills and Competencies
- Promote tourism for the benefit of people and planet;
- Integrity;
- Professionalism;
- Respect for diversity.

Remuneration
The total annual salary of USD 76,751 consists of a net annual salary of USD 60,962 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 15,789. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN common system for salaries and allowances. The figure quoted for the post adjustment, is based on the May 2020 rate of 25.9%.

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.

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 as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.