

## Call for Expression of Interest

<b>Post Title:</b>	Senior Project Specialist	<b>Duty Station:</b>	Madrid, Spain
<b>Reference:</b>	UNWTO/HHRR/CFE/23/TMIC/2020	<b>Start Date:</b>	01 January 2020
<b>Area/Type:</b>	I / 5A	<b>Duration:</b>	24 months
<b>Department:</b>	Tourism Market Intelligence and Competitiveness	<b>Deadline for Applications:</b>	<b>30 November 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 **Senior Project Specialist** for its **Tourism Market Intelligence and Competitiveness Department**. The department is responsible for providing knowledge and strategic guidance to support tourism destinations and the sector at large, to become more competitive and improve destination management through efficient policies and governance.

Under the supervision of the Chief, Tourism Market Intelligence and Competitiveness, the incumbent performs the following duties:

1. Innovates and develops research, benchmarking, case studies, guidelines and provides recommendations in the areas of Urban Tourism and Domestic Tourism, including:
  - Creation and management of programmes to promote the development of urban and domestic tourism;
  - Development of potential project proposal for third party funding;
  - Identification and development of partnerships with public and private sector partners;
  - Drafting and editing of policy recommendations and analysis;
  - Collection and analysis of case studies and best practices;
  - Development of templates and benchmarking indicators;
  - Coordination of activities with external authors as well as with other UNWTO departments;
  - Coordinates with the Communication Department on content and messages for the launch and promotion of reports and initiatives;
  - Coordination of reports edition with the Publication areas;
  - Preparation of all administrative and financial related documents.
2. Manages partnerships with relevant organizations and UN system in the areas above (UN HABITAT, World Tourism Cities Federations, European Cities Marketing, etc);
3. Provides support to Member States and identification of opportunities for project development in Member States in the areas of work mentioned in 1) above in coordination with relevant UNWTO Departments;
4. Designs and organizes events on the topics mentioned above by providing technical and logistical preparations;
5. Designs and supports outreach activities, participates in training workshops, special events, meetings and seminars in thematic areas of work related to the department;
6. Perform other related duties as required.

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## REQUIREMENTS

**Academic** Advanced university degree (Master's degree or equivalent) in a field related to the activities of the department; an advanced 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** Minimum of five years of professional experience in tourism or a field related to the activities of the department.

**Languages**

- Fluency in English is essential;
- 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 10.

**Other Skills and Competencies**

- Ability to interpret numbers and a story that gives insights;
- Ability to propose more effective ways of data collection, management and visualization;
- Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Demonstrated ability to work independently within assigned areas, showing initiative and judgment;
- Sense of responsibility and commitment;
- Demonstrated ability to work under pressure and on tight deadlines;
- Previous experience in the United Nations or another international organization would be an asset.

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**Remuneration and Other Conditions** The monthly remuneration of the selected candidate would be in the base range of **EUR 2,400 and EUR 3,000**, 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.

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- **As per UNWTO's policy on contractual mechanisms, the maximum length of service for Service Contracts shall normally 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.**