Vacancy Notice

Post Title: Programme Officer

Duty Station: Madrid, Spain

Grade of the Post: P.1

Date of Entry into Duty: As soon as possible

Vacancy Reference: UNWTO/HHRR/VAC/02/RDAP/2021

Duration of Appointment: Two years

Department: Regional Department for Asia and the Pacific

Deadline for Applications: 25 February 2021

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 Asia and the Pacific is responsible for the implementation of the programme of work of the Organization in the Asia and the Pacific region. Members are kept informed of the activities of the organization through our regular updates and focal points contacts of the Ministries, international and regional organizations and Affiliate Members in the region.

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

1. Supports the development of the UNWTO General Programme of Work in the Asia and the Pacific region, through the preparation, analysis and evaluation of technical documents and its related activities;

2. Maintains permanent contact with the representatives of the Member States, as well as the other regional organizations; assists in promoting UNWTO's objectives with international institutions and other regional bodies;

3. Prepares and participates in events/missions and institutional meetings organized by the department in the Asia and the Pacific region;

4. Supports the identification of technical assistance needs of the Member States and drafts relevant proposals that may be appropriate based on the situation of the Member State and shares these with the relevant operational departments in the Organization, for comments and coordination for the necessary technical assistance, with particular attention to the COVID-19 technical assistance recovery plans;

5. Assists the supervisor in promoting the presence of the Organization and the Affiliate Members in the Asia and the Pacific region; assists with the preparation and follow up implementation of Memorandums of Understanding, agreements between the department and other regional entities;

6. Drafts, reviews and assists in the preliminary sourcing of information for the preparation of reports and presentations of work documents based on the technical support assistance projects being
undertaken;

7. Supports the identification of funding sources, project opportunities and the preparation of project proposals for the tourism sector in the Asia and the Pacific region;

8. Assists the department in updating its product portfolio and adapting its formulation to the priorities of the donors;

9. Performs other duties as required.

**REQUIREMENTS**

**Academic**
- A first-level university degree in business administration, management, tourism or a related field.

**Experience and Basic Competencies**
- A minimum of one year of professional experience in project/programme management, tourism, administration or a related area would be desirable;
- 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.
- Familiarity in managing and maintaining databases.

**Other Skills and Competencies**
- Promote tourism for the benefit of people and planet;
- Integrity;
- Professionalism;
- Respect for diversity;
- Knowledge of policies, structures and procedures of international organizations and national administrations, especially in the Asia and the Pacific region.

**Remuneration**
The total annual salary of **USD 52,104** consists of a net annual salary of USD 38,172 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 13,932. 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 January 2021 rate of 36.5%.

**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.