Vacancy Notice

Post Title: Programme Officer
Grade of the Post: P.1
Duty Station: Madrid, Spain
Date of Entry into Duty: As soon as possible
Vacancy Reference: UNWTO/HHRR/VAC/04/STAT/2021
Duration of Appointment: Two years
Department: Statistics
Deadine 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 United Nations recognizes the World Tourism Organization as the appropriate organization to collect, to analyse, to publish, to standardize and to improve the statistics of tourism and to promote the integration of these statistics within the sphere of the United Nations system.

UNWTO is currently looking for a Programme Officer for its Statistics Department. The Statistics Department undertakes activities and develops products regarding the development of national Systems of Tourism Statistics (STS), the international comparability of tourism statistics and the macroeconomic analysis of tourism.

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

1. Assists in designated statistics projects aimed at (a) the development, implementation and promotion of international statistical frameworks, and (b) supporting the implementation of statistical standards in countries through research and contribution to the drafting of related documents and technical assistance mission reports;

2. Supports the statistical data compilation and dissemination, proposing workable improvements therein, and building and maintaining relationships with counterparts;

3. Supports the organization of capacity-building missions and initiatives, workshops, courses, seminars and expert group meetings both administratively and substantively, including in the development of relevant online resources;

4. Participates in missions and meetings on behalf of the Organization;

5. Prepares, drafts and/or edits various written outputs based on research; prepares dissemination material for various audiences such as briefing notes, speeches and brochures;

6. Ensures that the statistical and analytical products produced by UNWTO meet the required standards and are compliant with relevant policies to uphold integrity, veracity, reliability and credibility;
7. Contributes to the compilation and analysis of quantitative and qualitative data from official and third party sources, including the preparation of tables and graphs and the improvement of data collection tools;

8. Liaises with other international organizations, experts in the field and other officials to obtain and provide data and information; respond to various inquiries and information requests internally and externally;

9. Performs other duties as required.

**REQUIREMENTS**

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

**Experience and Basic Competencies**
- A minimum of one year of progressively responsible experience in project/programme management, tourism, administration or related area would be desirable;
- Knowledge of statistics and accounting frameworks relevant for tourism statistics, in particular the International Recommendations for Tourism Statistics and the Tourism Satellite Accounts: Recommended Methodological Framework;
- Proven familiarity with statistics and accounting frameworks for measuring environmental flows and stocks, such as the System of Environmental-Economic Accounting;
- Familiarity with training programmes in the field of tourism statistics;
- Acquainted with statistics, research, analysis at the international level, preferably in the field of tourism;
- Proven ability to draft accurately, clearly and concisely;
- Client orientation;
- Communication skills;
- Accountability;
- Planning and organizing;
- Teamwork.

**Languages**
- Fluency in English is essential;
- 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 10.

**Other Skills and Competencies**
- Promote tourism for the benefit of people and planet;
- Integrity;
- Professionalism;
- Respect for diversity;
- Previous experience in the United Nations or another international organization would be an asset.

**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.