Vacancy Notice

Post Title: Senior Assistant  
Grade: G.6  
Duty Station: Madrid, Spain  
Date of Entry into Duty: As soon as possible  
Vacancy Reference: UNWTO/HHRR/VAC/03/COMM/2021  
Duration of Appointment: Two years  
Department: Communications  
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 Communications Department is responsible for positioning tourism as key contributor to economic growth, sustainable development and the achievement of the Sustainable Development Goals (SDGs) and position UNWTO as the leading reference in tourism.

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

1. Organizes data and information, prepares and maintains speeches, reports, presentation and documents for reference, seminars/workshops, meetings or conferences;

2. Assists in the smooth organization and execution of meetings ensuring that the mass mailings of invitations, the preparation of meeting documents and the finalizing of the list of participants is prepared on a timely basis; during meetings, coordinate logistics; take notes and drafts minutes; follows up on meetings and seminars, as requested;

3. Drafts specialized and routine correspondence related to the department’s work and drafts a variety of material such as correspondence and reports, briefing notes, drafts memorandum of understandings or cooperation agreements;

4. Screens requests for appointments with the supervisor according to the nature of the request and urgency of the matter and makes tentative commitments; confirms mutually convenient schedules and rearrange schedules as necessary; briefs the supervisor on matters to be considered before the scheduled meetings; when required, prepares reports of the proceedings;

5. Liaises with other stakeholders at the appropriate level inside and outside of Organization; welcomes visitors from Members to the Organization’s headquarters, includes providing them with documents and data, as requested, as well as scheduling meetings and other events, as agreed by the supervisor;

6. Independently provides a full range of programme management and implementation assistance at all levels for the various activities of the department, seeking guidance only in exceptional circumstances;

7. Researches, compiles, analyses, summarizes and presents basic information/data on a wide range of topics related to the activities of the departments, highlighting noteworthy issues for
consideration;

8. Processes and examines technical information and data in accordance with instructions received, make necessary comparisons, abstracts, and computations;

9. Maintains administrative control records of commitments and expenditures of the department; prepares relevant administrative (contracts, travel request, UNDSS, etc.) and budgetary documents (BCR, DNPR, requisition forms for experts etc.) providing administrative backstopping for the smooth running of the department;

10. Performs other duties as required.

**REQUIREMENTS**

**Academic**
- Secondary school education is required; additional training in user support or other technical studies would be desirable.

**Work Experience**
- Five years of progressively responsible experience in technical or administrative work, of which at least one year closely related to the support of activities in the specialized area at the G.5 level or equivalent;

**Languages**
- Fluency in English or Spanish is essential, with an excellent command of the other;
- 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 10;
- Knowledge of project collaboration tools (Jira, Asana, etc.) and agile/lean methodologies and design thinking are a strong asset.

**Competencies**
- Ability to research, select, organize and summarize information;
- Excellent communication skills;
- Ability to work harmoniously in a multicultural environment;
- Excellent client orientation;
- Tact, discretion and respect for confidentiality;
- Planning and organizing;
- Teamwork;
- Creativity;
- Technological awareness;
- Commitment to continuous learning;
- Previous experience in the United Nations or another international organization is an asset.

**Remuneration**
The initial base salary is **EUR 43,281** per annum.

**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.

**The type of recruitment is local.**
Application Procedure

Interested applicants are requested to complete the [Online UNWTO Personal History Form](mailto:info@unwto.org). 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 and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.