

Vacancy Notice

Post Title:	Senior Programme Officer (Several vacancies may be filled)	Duty Station:	Madrid, Spain
Grade of the Post:	P.3	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/01/TMIC/2021	Duration of Appointment:	Two years
Department:	Tourism Market Intelligence and Competitiveness	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.

UNWTO is currently looking for a **Senior Programme Officer** 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. Provides technical and administrative support in the implementation and evaluation of the assigned work programme and provides accurate and pertinent information for decision-making at the headquarters, regional, national and local levels, both governmental and institutional;
2. Conducts data collection, analysis and drafting for research reports; designs data collection and analytical tools and keeps up-to date data, records and tools;
3. Reviews relevant data, documents and reports, identifies problems and issues to be addressed, liaises with relevant counterparts, undertakes in-depth studies, contributes to knowledge creation and capacity building;
4. Prepares and supervises reports and other written outputs such as articles and presentations;
5. Actively participates in horizontal networking and information sharing within the Organization; supports public information and outreach activities, represents the Organization in training workshops, special events, meetings and seminars;
6. Partners with the Regional Departments in the transfer of technical information to national and local partners and stakeholders, working closely with the Technical Cooperation and



Silk Road Department on technical support to Members States in the expertise area and the various Operational Departments; provides technical support and assistance including participation in field missions;

7. Supports the development of the Programme of Work, making recommendations on new areas of work and drafting sections pertaining to own work assignment;
8. Assists in developing procedures and internal policies in the assigned area and provides advice on interpretation of rules and regulations and application of policies;
9. Performs other related duties as required.

REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) in tourism, business administration, management, economics 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 research, analysis, project/programme management, tourism, administration or related area;
 - Analytical skills;
 - Client orientation;
 - Communication skills (spoken and written);
 - Accountability;
 - Planning and organizing;
 - Teamwork and coordination capacity;
 - Creativity;
 - Problem identification and solving;
 - Technological skills;
 - Commitment to continuous learning.
- 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;
 - Advanced level of Excel proficiency;
 - Statistics programs, predictive analytics and other data-driven tools.
- 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 84,793** consists of a net annual salary of USD 62,120 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 22,673. 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.

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- 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.