Call for Expression of Interest

Post Title: Administrative Services Associate

Duty Station: Riyadh, Kingdom of Saudi Arabia

Reference: UNWTO/HHRR/CFE/15/OFSG/2021

Start Date: As soon as possible

Area/Type: III / 3A

Department: Office of the Secretary-General

Contractual Status: Service Contract

Duration: 12 months

Deadline for Applications: 08 April 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 an Administrative Services Associate for its Office of the Secretary-General in its future Regional Office in the Kingdom of Saudi Arabia. The Office will support and implement activities in the region in line with UNWTO’s Programme of Work. It will be responsible for the coordination, follow-up and reporting of the activities undertaken in the Middle East through continuous relations with each and every Middle East Member States, as well as with the Affiliate Members in the region, ensuring a fair, yet strategic, geographically balanced repartition of UNWTO activities.

Under the overall supervision of the Senior Administrative Services Specialist, the incumbent performs the following duties:

1. Provides direct support to the Senior Administrative Services Specialist in the implementation of a wide range of administrative support services to help ensure the smooth functioning of the Regional Office;

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

3. Screens phone calls and receives visitors, and responds to routine inquiries and information requests, manages office correspondences and/or routes to appropriate personnel for handling as required, mass mailing and drafting of official communications;

4. Assists in the maintenance of calendar/schedules of the department; monitors change and communicates relevant information to appropriate member of personnel;

5. Assists in the planning and execution of logistical operations, including coordination of meetings, conferences and events, and provides related technical and administrative support;

6. Maintains files and databases of the department;

7. Provides support to other department personnel as required;

8. Performs other duties as required.
## REQUIREMENTS

| **Academic** | University degree in a field related to the activities of the department; a 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 three years of professional experience in the field of administration or an area related the activities of the department. |
| **Languages** | ▪ Fluency in English and Arabic is essential;  
▪ Good working knowledge of another of the official languages of the Organization (Chinese, French, Spanish or Russian) is an asset. |
| **Computer Skills** | ▪ Computer literacy in Microsoft Office software and Windows 10. |
| **Other Skills and Competencies** | ▪ Excellent communication skills;  
▪ Excellent planning and organizational skills;  
▪ Flexibility, tact and discretion;  
▪ Ability to work harmoniously with people in an international environment;  
▪ Previous experience in the United Nations or another international organization would be a strong asset. |

### Remuneration and Other Conditions

The monthly remuneration of the selected candidate would be in the base range of **SAR 14,000 – SAR 17,000**, 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.

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