Call for Expression of Interest

Post Title: Database Management Specialist
Reference: UNWTO/HHRR/CFE/05/STAT/2021
Duty Station: Madrid, Spain
Area/Type: II / 4A
Department: Statistics
Contractual Status: Service Contract
Start Date: As soon as possible
Duration: 24 months
Deadline for Applications: 18 March 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 Database Management Specialist for its Statistics 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.

The Database Management Specialist will work on the UNWTO Tourism Statistics Database. The database is the most comprehensive tourism statistics database in the world, with data for over 145 indicators and more than 220 countries since 1995. The indicators cover a wide range of topics such as inbound, domestic and outbound tourism, tourism industries, employment and certain macroeconomic indicators.

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

1. Reviews and evaluates the current UNWTO Tourism Statistics database system and related processes;
2. Provides support in the maintenance of the UNWTO Tourism Statistics database and related processes for data entry and the creation of outputs, on a regular basis;
3. Evaluates and implements ways to optimize and improve the Department’s annual data collections from countries in relation to tourism basic statistics, tourism satellite account data, and Sustainable Development Goals indicators;
4. With the support of the relevant personnel, creates and improves validation processes within the database, as well as implement any changes that may be necessary;
5. With the support of relevant personnel, works on the optimization of the whole data process: collection, processing, storage, creation of outputs and dissemination;
6. Performs other duties as required.

REQUIREMENTS

Academic University degree in the field of statistics, information technology, computer science, or 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 four years of professional experience in a field related to the activities of the department;
▪ Experience in management and maintenance of databases.

Languages
▪ Fluency in English is essential;
▪ Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French, Spanish or Russian) is an asset.

Computer Skills
▪ Computer literacy in Microsoft Office software and Windows 10;
▪ Excellent knowledge of Visual Basic, SQL, Oracle, MS Access and/or other database softwares;
▪ Knowledge of statistical software and programming, such as R, is desirable;
▪ Knowledge of data visualization tools, such as Tableau or Power BI, is an advantage.

Other Skills and Competencies
▪ Professionalism;
▪ Planning and organizing;
▪ Technological awareness;
▪ Client-orientation;
▪ Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
▪ Demonstrated ability to work independently within assigned areas, showing initiative and judgment;
▪ Sense of responsibility and commitment;
▪ Demonstrated ability to work under pressure and on tight deadlines;
▪ Previous experience in the United Nations or another international organization would be an asset.

Remuneration and Other Conditions
The monthly remuneration of the selected candidate would be in the base range of EUR 2,000 and EUR 2,300, 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 normally 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.