Call for Expression of Interest

**Post Title:** Senior Administrative Services Specialist  
**Duty Station:** Riyadh, Kingdom of Saudi Arabia  
**Reference:** UNWTO/HHRR/CFE/09/INNO/2021  
**Start Date:** As soon as possible  
**Area/Type:** III / 5B  
**Department:** Innovation, Education and Investments  
**Contractual Status:** Service Contract  
**Duration:** 12 months  
**Deadline for Applications:** 07 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 a Senior Administrative Services Specialist for its Innovation, Education and Investments Department in its future Regional Office in the Kingdom of Saudi Arabia. The Department aims to drive the digitalization of tourism and to create an Innovation and Entrepreneurship Ecosystem that will maximize the potential of the sector in terms of economic growth, job creation and sustainable development.

Under the overall supervision of the Director, Innovation, Education and Investments and the day-to-day guidance of the Coordinator, Innovation, Education and Investments, the incumbent performs the following duties:

1. Screens requests for appointments with the supervisor and briefs the supervisor on matters to be considered before the scheduled meetings;

2. Provides the internal coordination for all the department’s activities, distributes tasks, messages and communications among the members of the department, based on the input from the Director and provides appropriate follow-up;

3. Organizes data and information, prepares and maintains speeches, reports, presentations and documents for seminars/workshops, meetings or conferences; drafts official and operational correspondence related to the department’s work;

4. 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;

5. Independently provides and advises on 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;

6. Provides support to other department personnel, as required;

7. Provides administrative and logistical support for the department’s activities related to projects and events and prepares related documentation;

8. Liaises with various internal and external stakeholders on matters related to the department’s work and ensures the coordination of the networking activity of the team members;

9. Researches, compiles and presents background information/data on topics related to the
activities of the department; process and examine technical information and data in accordance with instructions received, makes necessary comparisons, abstracts, and computations;

10. Analyses activity and communication flows between all stakeholders and contributes to optimize procedures;

11. Maintains records of commitments and expenditures and liaises with the relevant departments for follow-up;

12. Prepares relevant administrative and budgetary documents providing administrative backstopping for the smooth running of the department;

13. Performs other duties as required.

REQUIREMENTS

Academic

Advanced university degree (Master’s degree or equivalent) in a field related to the activities of the department; an advanced 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 five years of professional experience in a field related to the activities of the department.

Languages

▪ Fluency in English is essential;
▪ Good working knowledge of Arabic is a strong asset;
▪ 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

▪ Ability to perform a wide range of varied, inter-related administrative services;
▪ Ability to extract, interpret and analyze data and resolve operational problems;
▪ Ability to work under minimum supervision;
▪ 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 18,000 – SAR 24,000, 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.