Vacancy Notice

Post Title: Senior Assistant

Duty Station: Madrid, Spain

Grade of the Post: G.7

Date of Entry into Duty: As soon as possible

Vacancy Reference: UNWTO/HHRR/VAC/26/TMIC/2021

Duration of Appointment: Two years

Department: Tourism Market Intelligence and Competitiveness

Deadline for Applications: 25 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 Assistant for its Tourism Market Intelligence and Competitiveness Department (Tourism and Rural Development area). 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 Department, the incumbent performs the following duties:

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

2. During meetings, coordinates logistics; takes notes and drafts minutes; follows up on meetings and seminars as requested; prepares and updates charts and tables utilising graphic software, design hard copy and computer resident forms; initiates, updates and tracks computer-assisted processing of financial, personnel or other administrative actions;

3. Coordinates various actions related to the administration of human resources, finance and budget, publications and/or office technology activities as well as communication; liaises with central administration/executive services as required;

4. Responds to enquiries from all levels of UNWTO personnel and the general public relying on knowledge of the programme of work, established policies, procedures, organizational structure and staff activities and papers;

5. Drafts specialized and routine correspondence;

6. Independently provides a full range of project management and implementation assistance at all phases of the project cycles;
7. Researches, compiles, analyses, summarizes, and presents basic information/data on a wide range of projects and related topics, highlighting noteworthy issues/trends for consideration by appropriate parties;

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 related duties as required.

REQUIREMENTS

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

**Experience and Basic Competencies**
- Six 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.6 level or equivalent.

**Languages**
- Fluency in English or Spanish is essential, with an excellent command of the other;
- Good working knowledge of one of other official languages of the Organization (Arabic, Chinese, French or Russian) is an asset.

**Computer Skills**
- Computer literacy in Microsoft Office software and Windows 10.

**Other Skills and 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 48,768** 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.

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.

- 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.