Vacancy Notice

Post Title: Programme Officer
Grade of the Post: P.2
Vacancy Reference: UNWTO/HHRR/VAC/20/TMIC/2021
Department: Tourism Market Intelligence and Competitiveness
Duty Station: Riyadh, Kingdom of Saudi Arabia
Date of Entry into Duty: As soon as possible
Duration of Appointment: Two years
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 Programme Officer for its Tourism Market Intelligence and Competitiveness Department (Tourism and Rural Development area) in its future Regional Office in the Kingdom of Saudi Arabia. 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 overall supervision of the Chief, Market Intelligence and Competitiveness and the day-to-day guidance of the Coordinator, Tourism Market Intelligence and Competitiveness (Tourism and Rural Development), the incumbent performs the following duties:

1. Supports the development of the UNWTO General Programme of Work through the preparation, analysis and evaluation of technical documents with specific attention to the implementation of the UNWTO’s Market Intelligence and Competitiveness priorities and its related activities, particularly those in the area of tourism and rural development;

2. Assists in designated tourism and rural development projects and programmes (both within the service and at organizational level), including research, design, planning, coordination, implementation and monitoring functions as and when requested/appropriate;

3. Supports the organization of technical assistance programmes, capacity-building initiatives, workshops, courses and seminars substantively, including in the development of relevant content and resources on tourism and rural development;

4. Partners with diverse internal and external partners, including consultants, strategic stakeholders and subject matter experts, academia, civil society and private sector organizations for the provision of activities in the related area;

5. Prepares and participates in events/missions and institutional meetings organized by the department;

6. Supports the identification of needs of the Member States related to the area of tourism and rural development and drafts relevant individual or cross-cutting proposals that may
be appropriate based on the situation of the Member State and coordinates with relevant regional departments in the Organization, for comments and the necessary support in implementation;

7. Assists the supervisor in the preparation and follow up implementation of Memorandums of Understanding, agreements between the department and other public and private stakeholders;

8. Keeps abreast with relevant policies, innovations, business models and international programmes relevant for tourism and rural development and works towards their integration in the activities of the department;

9. Identifies good practices and works towards the development of pilot projects aimed at maximizing the role of tourism in rural development;

10. Documents and shares insights on the area of work with UNWTO and works with relevant departments in the Organizations on themes of innovation, investment, sustainability, social inclusion and ethics applied to tourism and rural development;

11. Supports work on the ground through technical assistance missions when necessary;

12. Prepares drafts and/or edits various written outputs based on research; prepares dissemination material for various audiences such as briefing notes, speeches, brochures, and presentations;

13. Performs other duties as required.

**REQUIREMENTS**

**Academic**
- First-level university degree in business administration, management, development, tourism or related field.

**Experience and Basic Competencies**
- A minimum of two years of professional experience in project/programme management, tourism, administration or a related area would be desirable;
- Proven familiarity with tourism and/or rural development;
- Knowledge of project management
- Familiarity with key stakeholders in the field of rural tourism or rural development;
- Acquainted with research, analysis at the international level, preferably in the field of tourism;
- Proven ability to draft and present key issues accurately, clearly and concisely;
- Client orientation;
- Communication skills;
- Accountability;
- Planning and organizing;
- Teamwork.

**Languages**
- Fluency in English is essential;
- Fluency in Arabic is a strong asset;
- Good working knowledge of one of other official languages of the Organization (Chinese, French, Spanish or Russian) is an asset.
Computer Skills
▪ Computer literacy in Microsoft Office software and Windows 10;
▪ Knowledge of project management tools is a strong asset;
▪ Knowledge of presentation tools is an asset.

Other Skills and Competencies
▪ Integrity;
▪ Professionalism;
▪ Respect for diversity;
▪ Previous experience in the United Nations or another international organization is an asset.

Remuneration
The total annual salary of USD 73,256 consists of a net annual salary of USD 48,805 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 24,451. 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 March 2021 rate of 50.1%.

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.