Call for Expression of Interest

Applicants who have already applied for this position do not need to re-apply

Post Title: General Services Specialist  
Duty Station: Riyadh, Kingdom of Saudi Arabia

Reference: UNWTO/HHR/CPE/17/DAFN/2021  
Start Date: As soon as possible

Area/Type: III/4A  
Duration: 12 months

Department: Administration and Finance  
Deadline for Applications: 15 April 2021 (Deadline extended)

Contractual Status: Service Contract

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 General Services Specialist in Administration and Finance, for 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 Director, Administration and Finance, the incumbent performs the following duties:

1. Conducts visual examination of the premises and assets and drafts necessary reports and/or work orders for supervisor’s review;

2. Monitors the asset, equipment and material inventory; ensures the use of materials in the most productive manner and maintains detailed recordkeeping;

3. Liaises and/or accompanies service personnel (custodial, electrical, plumbing, etc.) to job locations, provides clarifications and verify work for completion and quality as required;

4. Drafts requisition for purchase of equipment, material spares, etc.; reviews offers and coordinates with procurement unit;

5. Deploys client PC’s, printers, scanners and other hardware, when needed, assists in performing office relocations and re-arrangements;

6. Prepares conference rooms for meetings (i.e. podium set-up, light and equipment check, beverages and snacks, ensures that supplies are of adequate condition and distributed at tables, arranges chairs and tables, documents, papers and pencils, signs and nameplates, etc.) and ensures the smooth functioning of the meeting; sets up IT and/or audio-visual equipment;

7. When required, carries out access control at the UNWTO facilities by screening the access of visitors, delegates and other personnel;

8. When required, drives UNWTO official vehicles for the delivery and collection of mail, documents and other items; when required, provides transport of authorized officials as support to principal driver;
9. 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 four years of relevant work experience would be preferred, preferably in the area of general administration.

Languages
- Fluency in English is essential;
- Fluency in Arabic is an 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
- Possession of a valid driver’s license for category B vehicles;
- Tact, accuracy, discretion and the ability to work harmoniously in a multicultural environment;
- Sufficient physical fitness level;
- Some physical effort such as lifting of heavy or bulky objects, etc., is required;
- UN or previous work experience within an international organization would be an asset.
- Client orientation;
- Communication;
- Accountability;
- Planning and organizing;
- Teamwork;
- Technological awareness;
- Commitment to UNWTO.

Remuneration and Other Conditions
- The monthly remuneration of the selected candidate would be in the base range of SAR 17,000 – SAR 20,000, 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.