



## Call for Expression of Interest

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

<b>Post Title:</b>	Senior Administrative Services Specialist	<b>Duty Station:</b>	Riyadh, Kingdom of Saudi Arabia
<b>Reference:</b>	UNWTO/HHRR/CFE/14/OFSG/2021	<b>Start Date:</b>	As soon as possible
<b>Area/Type:</b>	III / 5A	<b>Duration:</b>	12 months
<b>Department:</b>	Office of the Secretary-General	<b>Deadline for Applications:</b>	<b>15 April 2021</b> <b>(Deadline extended)</b>
<b>Contractual Status:</b>	Service Contract		

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### 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 **Office of the Secretary-General** in 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 Secretary-General and the day-to-day guidance of the Chief of Cabinet, the incumbent performs the following duties:

1. Serves as the administrative focal point for the Office of the Secretary-General at the Regional Office in the implementation of a wide range of administrative and technical matters and provides direct support to the Secretary-General;
2. Coordinates and oversees a wide range of administrative functions for the Regional Office, ensuring the application and compliance with UNWTO regulations, rules, policies and procedures;
3. As directed, develops, prepares and monitors work plans, strategies and assigned programme areas for the administrative activities of the Regional Office and assists in securing required the human and financial resources, in continuous communication with the relevant departments at the UNWTO Secretariat;
4. In cooperation with other departments, plans and forecasts personnel, financial and logistical requirements of all the Regional Office's components;
5. Prepares reports and drafts responses to correspondences required from the Regional Office on administrative/policy documents;
6. Provides advice and assists personnel on a wide range of administrative matters, dealing with ad-hoc issues that arise and undertakes tasks and special projects, as requested;
7. Supports the Regional Office in liaising with the UNWTO Secretariat on administrative issues/ activities;
8. Performs other duties as required.

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## REQUIREMENTS

**Academic** Advanced university degree (Master's degree or equivalent) in business, public administration, human resources management, finance or a field related to the activities of the office; 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 the field of administration, procurement, human resources or an area related is required.

**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**

- Experience in handling complex organizational issues at the international level;
- Hands-on experience with UN administrative/financial politics and practices;
- 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.

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**Remuneration and Other Conditions** The monthly remuneration of the selected candidate would be in the base range of **SAR 23,000 – SAR 30,000** 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.

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- **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.**