



Call for Expression of Interest

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

Post Title:	Senior Administrative Services Specialist	Duty Station:	Riyadh, Kingdom of Saudi Arabia
Reference:	UNWTO/HHRR/CFE/24/TMIC/2021	Start Date:	As soon as possible
Area/Type:	III / 5B	Duration:	12 months
Department:	Tourism Market Intelligence and Competitiveness	Deadline for Applications:	16 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 **Senior Administrative Services Specialist** 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 supervision of the Chief, Tourism Market Intelligence and Competitiveness Department and the day-to-day guidance of the Coordinator, Tourism Market Intelligence and Competitiveness, 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 draft minutes; follows up on meetings and seminars as requested.
3. Prepares and updates charts and tables utilising graphic software, design hard copy and computer resident forms; initiate, update and track computer-assisted processing of financial, personnel or other administrative actions;
4. Coordinates various actions related to the administration of human resource, finance and budget, publications and/or office technology activities as well as communication of projects. Liaises with central administration/executive services as required;
5. 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;
6. Drafts specialized and routine correspondence;
7. Independently provides full range of project management and implementation assistance at all phases of the project cycle for, typically, a large and highly complex component of the project initiatives, seeking guidance only in exceptional circumstances;
8. Researches, compiles, analyses, summarizes, and presents basic information/data on wide range of projects and related topics, highlighting noteworthy issues/trends for consideration by appropriate parties;

9. Processes and examines technical information and data in accordance with instructions received, make necessary comparisons, abstracts and computations;
10. 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;
11. Performs other duties as required.

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 or an area related is required.
Languages	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Computer literacy in Microsoft Office software and Windows 10. ▪ Knowledge of project management tools is an asset. ▪ Knowledge of presentation tools is an asset
Other Skills and Competencies	<ul style="list-style-type: none"> ▪ Ability to research, select, organize and summarize information; ▪ Excellent communication skills; ▪ 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.

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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;

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- **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.**