



Call for Expression of Interest

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

Post Title:	Senior Offline Education Specialist	Duty Station:	Riyadh, Kingdom of Saudi Arabia
Reference:	UNWTO/HHRR/CFE/12/INNO/2021	Start Date:	As soon as possible
Area/Type:	I / 5B	Duration:	12 months
Department:	Innovation, Education and Investments	Deadline for Applications:	14 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 Offline Education Specialist** for its **Innovation, Education and Investments Department** in its future **Regional Office in the Kingdom of Saudi Arabia**. The Department aims to drive the digitalization of tourism and to create an Innovation and Entrepreneurship Ecosystem that will maximize the potential of the sector in terms of economic growth, job creation and sustainable development.

Under the overall supervision of the Director, Innovation, Education and Investments and the day-to-day guidance of the Coordinator, Innovation, Education and Investments, the incumbent performs the following duties:

1. Contributes to the development and effective communication of the innovation, education and digital transformation strategy that will allow UNWTO to boost the innovation ecosystem and foster digital transformation into the global tourism industry;
2. Coordinates the development of new UNWTO services for offline education focused on new methodologies; Reviews project components, develops project resource profiles and timelines;
3. Assists in the development and execution of offline tourism education courses;
4. Contributes to the development and management of a global education ecosystem in tourism and promotes organization's capacity as a reliable partner with key stakeholders and counterparts;
5. Holds meetings with strategic stakeholders and evaluates project proposals and opportunities, ensuring that they are in line with the UNWTO Management Vision and Priorities and the Sustainable Development Goals;
6. Assesses project proposals for quality and consistency and for those implemented, assesses delivery issues and works with counterparts to build common understanding and coordination on project activities;
7. Identifies project delivery issues and ensures effective coordination of project resources related with the promotion of investments in the tourism sector;
8. Contributes to fostering relationships with key stakeholders and engages them in the strategic activities of the department;

9. Provides assistance to Regional Departments and UNWTO Member States in the development and presentation of strategies and initiatives to drive education and digital transformation for a more sustainable sector;
10. Provides overall support in the day-to-day operations of the department;
11. Performs other duties, as required.

REQUIREMENTS

Academic Advanced university degree (Master's degree or equivalent) in education or a field related to the activities of the department; 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 a field related to the activities of the department.

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

- Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Ability to work independently within assigned areas, showing initiative and judgment;
- Sense of responsibility and commitment;
- Excellent writing and communication skills;
- Ability to work under pressure and meet tight deadlines;
- Previous experience in the United Nations or another international organization would be an 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;
 - **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.**