

Call for Expression of Interest

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

Post Title:	Senior Project Specialist	Duty Station:	Riyadh, Kingdom of Saudi Arabia
Reference:	UNWTO/HHRR/CFE/22/TMIC/2021	Start Date:	As soon as possible
Area/Type:	I / 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 Project 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 overall supervision of the Chief, Tourism Market Intelligence and Competitiveness Department and day-to-day guidance of the Coordinator, Tourism Market Intelligence and Competitiveness Department (tourism and rural development), the incumbent performs the following duties:

1. Supports the availability of timely, accurate and pertinent information for decision-making at the headquarters, regional, national and local levels, both governmental and institutional;
2. Manages projects including coordination with experts, partners in international organizations, private sector and academia to implement activities and monitor results;
3. Conducts data collection and analysis in the subject matter area; designs/proposes information systems and tools to deliver key insights and analysis;
4. Oversees projects and initiatives including planning, coordination internally and externally, implementation and monitoring;
5. Drafts reports and presentations;
6. Supports horizontal networking and information sharing within the Organization;
7. Supports the public information activities of the UNWTO by drafting press releases, news articles, presentations, providing content for the web and social media as well as routine technical information to the general public, shareholders, partners and the media;
8. Partners with UNWTO Departments in the transfer of technical information to national and local partners and stakeholders, and supports field missions;
9. Supports the development of the Programme of Work, making recommendations on new areas or projects and drafting sections pertaining to own work assignment;
10. Performs other duties as required.

REQUIREMENTS

Academic Advanced university degree (Master's degree or equivalent) in tourism, development, business administration, management 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 project/programme management, tourism, administration or a field related to the activities of the department.

Languages

- Fluency in English is essential;
- Good working knowledge of 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;
- Project management tools is a strong asset
- Presentation tools is an asset.

Other Skills and Competencies

- Analytical skills;
- Client-orientation;
- Excellent communication skills (spoken and written);
- Accountability;
- Planning and organizing;
- Teamwork and coordination capacity;
- Creativity;
- Problem identification and solving;
- Technological skills;
- Commitment to continuous learning.
- 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;
- 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;

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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.**