Call for Expression of Interest

Post Title: Project Specialist  
Duty Station: Madrid, Spain

Reference: UNWTO/HHRR/CFE/28/ECSR/2021  
Start Date: As soon as possible

Area/Type: I / 4B  
Duration: 12 months

Department: Ethics, Culture and Social Responsibility Department  
Contractual Status: Service Contract

Deadline for Applications: 20 June 2021

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 Project Specialist for its Ethics, Culture and Social Responsibility Department. The department is tasked with the promotion of the Global Code of Ethics of Tourism, and the related activities in the sphere of Corporate Social Responsibility, Human Rights, Accessible Tourism for All, Gender Equality and Women and Youth Empowerment. The department further coordinates the activities of the World Committee on Tourism Ethics.

UNWTO, the German Development Agency (GIZ) and UN Women are collaborating on an innovative project centred around the UNWTO Action Plan on Women in Tourism that arose from the findings of the Global Report on Women in Tourism, Second Edition. The project will see UNWTO foster commitment, provide support and monitor implementation of the Action Plan on Women in Tourism in four developing countries, two in Latin America and two in the Middle East, aiming to place women’s empowerment and gender-equality centre stage during tourism’s recovery from COVID-19.

Under the overall supervision of the Head, Ethics, Culture and Social Responsibility Department and the day-to-day supervision of the Senior Project Specialist managing the project, the service contract holder is expected to perform the following duties and responsibilities:

1. Develops a communication strategy for the duration of the project that maximises the visibility of the project focusing primarily on electronic media and internet platforms;

2. Supports in the implementation of the communication strategy, drafting content as necessary and liaising with the relevant internal departments and external stakeholders;

3. Corresponds with the network of project participants with a view to enabling the sharing of good practice and tracking progress;

4. Assists with the design and maintenance of the project website;

5. Provides a range of administrative assistance in the planning, management and implementation related to the communication, in-country technical workshops and overall implementation of the project;

6. Formats, edits and drafts reports, summaries, meeting minutes and other related documentation following the requirements of partners and donors and the guidance of the department Head and Senior Project Specialist;

7. Travels on official business as required to carry out the responsibilities of the assignment and in accordance with UNWTO’s travel policies;
8. Performs other duties as required.

REQUIREMENTS

Academic University degree in a field related to Communications or Gender Studies or International Relations. 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 professional experience in a field related to the activities of the department.

Languages ▪ Fluency in English is essential;  
▪ Fluency in Spanish is desirable;  
▪ Good working knowledge of one of other official languages of the Organization (Arabic, Chinese, French, or Russian) is an asset.

Computer Skills ▪ Computer literacy in Microsoft Office software and Windows 10.

Other Skills and Competencies ▪ Analytical, creative and organizational skills;  
▪ Strong oral and written communication skills in the languages required;  
▪ Demonstrated ability to work independently within the assigned areas, showing initiative and good judgment;  
▪ Sense of responsibility and commitment;  
▪ Demonstrated ability to work under pressure and meet tight deadlines;  
▪ Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;  
▪ Previous experience in the United Nations or another international organization is an asset.

Remuneration and Other Conditions The monthly remuneration of the selected candidate would be EUR 2,000. 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.