

Vacancy Notice

Post Title:	Programme Officer	Duty Station:	Riyadh, Saudi Arabia
Grade of the Post:	P.2	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/30/OFSG/2021	Duration of Appointment:	Two years
Department:	Office of the Secretary-General	Deadline for Applications:	25 July 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 **Programme Officer** for its **Regional Office in the Kingdom of Saudi Arabia**. The Office supports and implements activities in the region in line with UNWTO's Programme of Work. It is also 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 State, as well as with the Affiliate Members in the region, ensuring a fair, yet strategic, geographically balanced repartition of UNWTO activities.

Under the supervision of the Chief of Cabinet, the incumbent performs the following duties:

1. Provides of a full range of protocol services to support the Secretary-General and UNWTO personnel in the exercise of their official functions, including ceremonial functions, official meetings, official travel, etc.;
2. Assists in the management of visas, residence permits, driving licenses, car licenses and local taxation procedures for members of personnel; provides protocol assistance to official delegations in close cooperation with the corresponding authorities; assists in monitoring the day-to-day administrative operations of the Regional Office;
3. Supports the implementation of procedures and systems for the effective delivery of a wide range of administrative services of the Regional Office;
4. Supports the availability of timely, accurate and pertinent information for decision-making;
5. Conducts data collection and analysis in the relevant areas and actively participates in horizontal networking and information sharing within the Organization;
6. Supports the development of the Programme of Work, making recommendations on new areas of research;

7. Performs other duties as required.

REQUIREMENTS

- Academic**
- A first-level university degree in business administration, management, protocol, tourism or a related field.
- Experience and Basic Competencies**
- Two years of professional experience in general administration, protocol or a related field;
 - Communication skills;
 - Accountability;
 - Planning and organizing;
 - Teamwork;
 - Creativity;
 - Technological awareness;
 - Commitment to continuous learning.
- Languages**
- Fluency in English is essential;
 - Fluency in Arabic is a strong asset;
 - Good working knowledge of one of other 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**
- Good research, analytical and problem-solving skills, including the ability to identify and participate in the resolution of issues/problems;
 - Good judgment, discretion and respect for confidentiality;
 - Good communication skills (spoken and written);
 - Ability to maintain effective working relationships with people of different national and cultural backgrounds;
 - Previous experience in the United Nations system or another international organization is a strong asset.

Remuneration The total annual salary of **USD 73,793** consists of a net annual salary of USD 48,805 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 24,988. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN common system for salaries and allowances. The figure quoted for the post adjustment, is based on the July 2021 rate of 51.2%.

Other conditions The initial grade and step on appointment will be determined by the Secretary-General on the basis of qualifications and in the light of previous similar appointments and could be at a grade different from that shown above. Appointments are normally at step 1 of the grade. The Secretary-General reserves the right to appoint a candidate at a lower level than the advertised level of the post.

If, following consideration of applications, the Secretary-General proceeds to fill this vacancy, a fixed-term appointment for a period of two years – subject to a four-month probationary period – will be offered. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.

**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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- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
 - In filling vacancies, due regard will be paid towards maintaining a staff selected on a wide and equitable geographical basis. Candidates of all nationalities are welcome to apply; under similar circumstances, preference will be given to nationals of UNWTO Member States. Women candidates and nationals from non-represented Member States in the UNWTO Secretariat are encouraged to apply;
 - Short-listed candidates may be asked to take a competitive exam as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.