



Vacancy Notice

Post Title:	Programme Officer	Duty Station:	Madrid, Spain
Grade of the Post:	P.2	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/29/IEID/2021	Duration of Appointment:	Two years
Department:	Innovation, Education and Investments	Deadline for Applications:	11 August 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 **Innovation, Education and Investments Department**. 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, the incumbent performs the following duties:

1. Supports the development of the UNWTO General Programme of Work through the preparation, analysis and evaluation of technical documents with specific attention to the implementation of UNWTO's Innovation, Education and Investments Strategy and its related activities;
2. Assists in designated innovation projects and programmes (both within the service and at organizational level), including research, design, planning, coordination, implementation and monitoring functions as and when requested/appropriate;
3. Supports in the development of designated key activities related to innovation and entrepreneur support for the Kingdom of Saudi Arabia and the Region of the Middle East.
4. Act as the main focal point, responsible Liaison, between the Innovation, Education and Investments Department located in the Regional Office for the Middle East based in the Kingdom of Saudi Arabia and the Innovation, Education and Investments Department in Madrid.
5. Supports the organization of startup competitions and challenges, capacity-building initiatives, workshops, courses and seminars both administratively and substantively, including in the development of relevant online resources in innovation and digital transformation;
6. Partners with diverse internal and external partners, including consultants, strategic stakeholders and subject matter experts, academia, civil society and private sector organizations for the provision of technical support and assistance;

7. Prepares and participates in events/missions and institutional meetings organized by the department;
8. Supports the identification of needs of the Member States related to Innovation and drafts relevant proposals that may be appropriate based on the situation of the Member State and shares these with the relevant regional departments in the Organization, for comments and coordination for the necessary support globally, with a specific focus in the Middle East;
9. Assists the supervisor in promoting innovation globally; assists with the preparation and follow up implementation of Memorandums of Understanding, agreements between the department and other public and private stakeholders;
10. Keeps abreast of new innovations, approaches and technologies, particularly those that could be potentially applied to the tourism sector;
11. Documents and shares insights on innovation at UNWTO as a way of strengthening the department's work and building internal credibility for innovation as a respected source of good ideas and tested approaches;
12. Conducts data collection and analysis in subject matter expertise, design data collection tools, including indicators;
13. Prepares drafts and/or edits various written outputs based on research; prepares dissemination material for various audiences such as briefing notes, speeches and brochures;
14. Performs other duties as required.

REQUIREMENTS

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| Academic | <ul style="list-style-type: none"> ▪ First-level university degree in business administration, management, tourism or related field. |
| Experience and Basic Competencies | <ul style="list-style-type: none"> ▪ A minimum of two years of professional experience in project/programme management, tourism, administration or a related area would be desirable; ▪ Proven familiarity with innovation initiatives and activities to support the sector; ▪ Familiarity with key stakeholders in the field of innovation; ▪ Acquainted with research, analysis at the international level, preferably in the field of tourism; ▪ Proven ability to draft accurately, clearly and concisely; ▪ Client orientation; ▪ Communication skills; ▪ Accountability; ▪ Planning and organizing; ▪ Teamwork. |
| Languages | <ul style="list-style-type: none"> ▪ Fluency in English is essential; ▪ 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 ▪ Promote tourism for the benefit of people and planet;
▪ Integrity;
▪ Professionalism;
▪ Respect for diversity;
▪ Previous experience in the United Nations or another international organization is an asset.

Remuneration The total annual salary of **USD 65,496** 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 16,691. 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 34.2%.

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.