

Vacancy Notice (Readvertisement)

Post Title:	Coordinator	Duty Station:	Riyadh, Kingdom of Saudi Arabia
Grade of the Post:	P.4	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/38/TMIC/2021	Duration of Appointment:	Two years
Department:	Tourism Market Intelligence and Competitiveness Department	Deadline for Applications:	12 October 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 **Coordinator** 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 supervision of the Chief, Tourism Market Intelligence and Competitiveness Department, the incumbent performs the following duties:

1. Effectively coordinates the activities related to the implementation of the UNWTO General Programme of Work through the preparation, analysis and evaluation of technical documents with specific attention to the application of the UNWTO's Market Intelligence and Competitiveness priorities and its related activities, particularly in the area of tourism and rural development;
2. Assists in defining, updating and monitoring the implementation of the Programme of Work for the Regional Office with a particular focus on establishing and monitoring key results, activities, outcomes and success indicators for each initiative in coordination with the supervisor;
3. Effectively supervises personnel under his or her supervision, with a view to establishing an efficient and effective workflow and to supporting the achievement of department goals and objectives while ensuring the motivation of assigned personnel; and ensuring consistency in the application of UNWTO rules and procedures;
4. Initiates and coordinates programmes and initiatives ensuring their effective implementation by team members;
5. Actively participates in horizontal networking and information sharing with other external partners, including consultants, strategic stakeholders and subject matter experts,

academia, civil society and private sector organizations;

6. Ensures the development and implementation of relevant partnerships in the respective area of work;
7. Oversees the correct execution of all initiatives carried out by the Regional Office in this area and provides technical advice to the organization;
8. Represents the organization in events/missions and institutional meetings;
9. Identifies the needs of the Member States related to tourism and rural development and oversees the preparation of relevant proposals that may be appropriate based on the situation of the Member State as well as horizontal initiatives that can address common needs and requirements;
10. Ensures that the work of the Regional Office meets the required standards and is compliant with relevant policies to uphold integrity, veracity, reliability and credibility; and the technical excellence of all speeches, documents, reports and communication materials emanating from the Department in this area of work, including reports to the UNWTO statutory bodies such as the Regional Commissions, the Executive Council and the General Assembly;
11. Performs other related duties as required.

REQUIREMENTS

Academic

- Advanced university degree (Master's degree or equivalent) in tourism, business administration, management, development, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted *in lieu* of the advanced university degree.

Experience and Basic Competencies

- A minimum of seven years of progressively responsible experience in programme management, development assistance, tourism, administration or related area;
- Comprehensive knowledge of programme management and related fields;
- Facility with modern techniques of analysis; conceptual and strategic analytical and planning capacity, including ability to analyze and articulate complex issues and manage multipartners initiatives;
- Demonstrated problem-solving skills and ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems;
- Very good knowledge of the programme area, ability to relate issues, trends, perspectives;
- Ability work under pressure, very good knowledge of institutional mandates, policies and guidelines;
- Excellent research skills and demonstrated ability to complete in-depth studies and to formulate conclusions /recommendations;
- Strong ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Client orientation;
- Capacity to develop and manage partnerships;
- Good communication skills (spoken and written);
- Accountability;
- Excellent capacity of planning and organizing;

- Teamwork and coordination capacity;
- Creativity;
- Technological skills;
- 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

- Integrity;
- Professionalism;
- Respect for diversity;
- Capacity to manage various projects simultaneously and deliver on deadlines;
- Previous experience in the United Nations or another international organization is an asset.

Remuneration

The total annual salary of **USD 113,268** consists of a net annual salary of USD 74,913 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 38,355. 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 September 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.

-
- 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.