



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/39/IEID/2021	Duration of Appointment:	Two years
Department:	Innovation, Education and Investments	Deadline for Applications:	05 November 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 **Innovation, Education and Investments Department** in its future **Regional Office in the Kingdom of Saudi Arabia**. 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 supervision of the Director, Innovation, Education and Investments 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 UNWTO's Innovation, Education and Investments Strategy and its related activities;
2. Assists in defining and updating the Programme of Work for the Regional Office with a particular focus on establishing key results, activities, outcomes and success indicators for each policy 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 Innovation, Education and Investment programmes 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. Oversees the correct execution of all initiatives carried out by the Regional Office and provides technical policy advice to the organization;

7. Represents the organization in events/missions and institutional meetings;
8. Identifies the needs of the Member States related to Innovation, Education and Investments and oversees the preparation of relevant proposals that may be appropriate based on the situation of the Member State;
9. Ensures 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 press releases emanating from the Department, including reports to the Executive Council and General Assembly;
10. Performs other related duties as required.

REQUIREMENTS

- | | |
|--|---|
| Academic | <ul style="list-style-type: none"> ▪ Advanced university degree (Master's degree or equivalent) in tourism, business administration, management, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted <i>in lieu</i> of the advanced university degree. |
| Experience and Basic Competencies | <ul style="list-style-type: none"> ▪ A minimum of seven years of progressively responsible experience in research, analysis, project/programme management, tourism, administration or related area; ▪ Comprehensive knowledge of programme development and related fields; ▪ Facility with modern techniques of analysis; conceptual and strategic analytical capacity, to include ability to analyze and articulate the social dimension of complex issues; ▪ 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 special 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; ▪ Communication skills (spoken and written); ▪ Accountability; ▪ Planning and organizing; ▪ Teamwork and coordination capacity; ▪ Creativity; ▪ Technological skills; ▪ Commitment to continuous learning. |
| Languages | <ul style="list-style-type: none"> ▪ 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 ▪ 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 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 October 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.