Vacancy Notice

Post Title: Director
Grade: P.5
Duty Station: Madrid, Spain
Date of Entry into Duty: As soon as possible
Vacancy Reference: UNWTO/HHR/VAC/01/RDAM/2022
Duration of Appointment: Two years
Deadline for Applications: 16 March 2022

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 Director for its Regional Department for the Americas. The Regional Department for the Americas is responsible for the coordination, follow-up and reporting of the activities undertaken in the Americas. Through continuous relations with each American Member States, as well as with the Affiliate Members in the region, the department ensures, a fair, yet strategic, geographically balanced repartition of UNWTO activities. It also establishes and maintains relations with non-Member States to integrate them within the Organization.

Under the supervision of the Executive Director, the incumbent performs the following duties:

1. Establishes a strategy and vision for the enhancement of UNWTO’s mandate by mobilizing the development of regional approaches to strategic issues of common interest and actualizing the Organization’s general Programme of Work, fostering partnerships among stakeholders in tourism development and promotion, stimulating and promoting close and efficient public-private sector partnerships and developing awareness of benefits of UNWTO affiliation to potential members;

2. Ensures that Members States in the region fully benefit from the transfer of technology resulting from the Organization’s activities by enhancing the identification and assessment of tourism development opportunities, providing policy advice and practical guidance to governments and other stakeholders, and promoting information flows among the Member States and Affiliate Members as well as other departments of the Organization;

3. Effectively represents the Organization and its Secretary-General in the most senior level contacts with national authorities, media, private sector representatives, universities on general tourism policy issues and trends as well as on specific areas of the programme of work to highlight UNWTO achievements and potential areas of collaboration;

4. Assesses the needs of the region and effectively represents those needs with the Secretary-General, the Executive Directors and department supervisors, keeping them informed of relevant issues as well as programme environmental/political considerations within the region to support targeted interventions;

5. Serves as Secretary of Regional Commission meetings, developing the agenda and working documents; assisting the Chairman in drafting decisions; coordinating and implementing follow-up to the Commission’s meetings;

6. Organizes regional seminars and workshops, by developing the programme, identifying the speakers and liaising with the host country on its arrangements; revises and edits materials of
the seminars or workshops for their publication;

7. Performs other duties as required.

**REQUIREMENTS**

**Academic**
- Advanced university degree (Master’s degree or equivalent) in business administration, management, economics, tourism, 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 ten years of progressively responsible experience in project/programme management, tourism, administration, or related area;
- Client orientation;
- Communication skills;
- Accountability;
- Planning and organizing;
- Teamwork;
- Creativity;
- Technological awareness;
- Commitment to continuous learning.

**Languages**
- Fluency in English is essential;
- Fluency in Spanish is a strong asset;
- Good working knowledge of another of the 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**
- Promote tourism for the benefit of people and planet;
- Integrity;
- Professionalism;
- Respect for diversity;
- Judgment/decision making;
- Managing performance;
- Leadership;
- Vision;
- Building trust.

**Remuneration**
The total annual salary of USD 115,959 consists of a net annual salary of USD 90,664 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 25,295. 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 January 2022 rate of 27.9%.

**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.
Interested applicants are requested to complete the [Online UNWTO Personal History Form](https://www.unwto.org/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.