Call for Expression of Interest

Post Title: Senior Project Specialist  
Duty Station: Riyadh, Kingdom of Saudi Arabia
Reference: UNWTO/HHRR/CFE/04/AFMS/2022  
Start Date: As soon as possible
Area/Type: I / 5B  
Duration: 12 months
Department: Affiliate Members  
Contractual Status: Service Contract  
Deadline for Applications: 02 June 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 Senior Project Specialist within the Affiliate Members Department 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 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 States, as well as with the Affiliate Members in the region, ensuring a fair, yet strategic, geographically balanced repartition of UNWTO activities.

The Affiliate Members Department’s mission is to promote the UNWTO Affiliate Membership, as well as to foster synergies among Affiliate Members and Member States, with the objective of contributing to strengthen the Organization’s capacity to deliver services and knowledge to its members and the public-private partnership.

Under the direct supervision of the Director, Affiliate Members, the incumbent performs the following duties and responsibilities:

1. Serves as the focal point of the department in the Regional Support Office in the Middle East and works closely with Affiliate Member counterparts from the Middle East to build cooperative relationships and coordination on project activities;

2. Participates in horizontal networking internally and externally in representation of UNWTO in order to further promote the department and its work;

3. Plans, develops and assists in the implementation of project activities related to the department’s Programme of Work and strategy; coordinates and monitors these activities and collaborates with internal and external stakeholders;

4. Provides general and specific support to Affiliate Members and candidates to Affiliate Membership in the region: manages correspondence, answers queries, and drafts official communications;

5. Processes the applications for Affiliate Membership and liaises with the relevant departments for follow-up;

6. Carries out research, compiles and presents background information/data on topics related to the promotion of the Affiliate Membership; organizes, compiles and processes information received from Affiliate Members and other external stakeholders, as inputs for the Department’s databases and documents;

7. Provides support in the organization of conferences, meetings and other events, and prepares related documentation;
8. Writes contents for the website, newsletters, press releases, publications etc.;

9. Participates in the promotional activities of the department, in close coordination with the Department’s team;

10. Performs other duties, as required.

REQUIREMENTS

Academic ▪ Advanced university degree in the field of business administration, social sciences, management, communication or a field related to the activities of the department; an advanced university degree in another discipline may be accepted in lieu if it is pertinent to the requirements of the post and in combination with relevant professional experience.

Experience ▪ Minimum of five years of progressively responsible professional experience in project management, administration, or a field related to the activities of the department.

Languages ▪ Fluency in English or Arabic, with an excellent command of the other;
▪ Good working knowledge of another of the official languages of the Organization (Chinese, French, Russian or Spanish) is an asset.

Computer Skills ▪ Experienced user of Microsoft Office software (specifically Word and PowerPoint at professional level) and Windows 10.

Other Skills and Competencies ▪ Excellent communication skills, both written and verbal;
▪ Excellent organization skills;
▪ Ability to work in multitasking manner;
▪ Ability to analyze problems and react quickly in stressful situations;
▪ Demonstrated ability to work independently within the assigned areas,
▪ Showing initiative and good judgment;
▪ Sense of responsibility and commitment;
▪ Demonstrated ability to work under pressure and meet tight deadlines;
▪ Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
▪ Previous experience in the United Nations or another international organization is an asset.

Remuneration and Other Conditions
The monthly remuneration of the selected candidate would be in the base range of 
SAR 18,000 – SAR 24,000, depending on previous professional experience, skills and competencies. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization’s procedures). The Organization will contribute 13% of the aforementioned monthly remuneration to the individual’s pension scheme.

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.

▪ As per UNWTO’s policy on contractual mechanisms, the maximum length of service for Service Contracts shall be limited to three years, extendable on an exceptional basis up to a total of four years;
▪ Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;

There is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered. Any extension beyond the advertised duration is subject to the availability of funds and necessities of service.