

Call for Expression of Interest

Post Title:	Senior Communications Specialist	Duty Station:	Riyadh, Kingdom of Saudi Arabia
Reference:	UNWTO/HHRR/CFE/07/OFSG/2022	Start Date:	As soon as possible
Area/Type:	I/5B	Duration:	12 months
Department:	Office of the Secretary-General	Deadline for Applications:	08 October 2022
Contractual Status:	Service Contract		

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 Communications Specialist** in the **Office of the Secretary-General** for its **Regional Office of the Middle East**. 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.

Under the overall supervision of the Secretary-General and the day-to-day guidance of the Chief of Cabinet, the incumbent performs the following duties:

1. Collaborates closely with the Communications Department at Headquarters in maintaining and expanding media relations in the region to increase production and delivery of information and ensuring successful communication strategy implementation;
2. Provides specialized assistance in the production and delivery of information communications products and services; researches a broad scope of information sources, compiles and presents information for use in the preparation and production of communications products/services for external audiences;
3. Oversees the day-to-day outreach activities and works closely with content production to ensure appropriate branding in line with the communications strategy; undertakes proactive call and directs mail initiatives; produces a wide range of promotional products;
4. Gathers data on the audience and end-users of UNWTO communication products; provides public information services to request of materials;
5. In coordination with team members, participates in the planning and execution of live content or recording of content;
6. Assists in the electronic dissemination of programmes; drafts and edits content; researches various information sources for relevant materials and cross-checks information with author offices as required; monitors media presence and impact;
7. Manages and updates internal databases, websites and other online outlets; generates a variety of reports from information obtained through different sources;
8. Coordinates with diverse stakeholders and the media to highlight and publicize key events;

handles administrative coordination in support of special programme activities;

9. Performs other related duties as required.

REQUIREMENTS

Academic	Advanced university degree (Master's degree or equivalent) in communications, journalism, public relations 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	<ul style="list-style-type: none">▪ Minimum of five years of progressively responsible professional experience in the area of communications, public relations or a field related to the activities of the department;▪ Experience in production and dissemination of information communication products and services on any social media platform is desirable;▪ Experience in planning and executing live content or recording content is desirable.
Languages	<ul style="list-style-type: none">▪ Fluency in English is essential;▪ Fluency in Arabic is an asset;▪ Good working knowledge of another of the official languages of the Organization (Chinese, French, Spanish or Russian) is an asset.
Computer Skills	<ul style="list-style-type: none">▪ Computer literacy in Microsoft Office software and Windows 10.
Other Skills and Competencies	<ul style="list-style-type: none">▪ Excellent communication skills and ability to draft and edit documents;▪ Ability to work under minimum supervision;▪ Excellent planning and organizational skills, including priority setting;▪ Written and oral communication skills;▪ Understanding of different communication tools;▪ Knowledge of international media, social media tools and applications;▪ Flexibility, tact and discretion;▪ Ability to work harmoniously with people in an international environment;▪ Previous experience in the United Nations or another international organization would be a strong 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.

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- **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;

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- 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.