Vacancy Notice

**Post Title:** Director of External Relations

**Duty Station:** Madrid, Spain

**Grade of the Post:** P.5

**Date of Entry into Duty:** As soon as possible

**Vacancy Reference:** UNWTO/HHRR/VAC/06/OFSG/2022

**Duration of Appointment:** Two years

**Department:** Office of the Secretary-General

**Deadline for Applications:** 28 September 2022 (Deadline extended)

**DUTIES AND RESPONSIBILITIES**

The World Tourism Organization (UNWTO) is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

The Office of the Secretary-General is responsible for the coordination of all departments of the Secretariat, as well as the supervision and authorization of all activities proposed by these departments.

Under the supervision of the Secretary-General, the incumbent performs the following duties:

1. Identifies, analyses and monitors political developments, trends and emerging issues of Member States in the context of the Organization’s mandate; assesses implications and makes recommendations to senior management on possible policies, strategies and other measures to address issues of concern and to advance mandate objectives;

2. In close collaboration with senior management and the regional departments, coordinates the delivery of services to Member States and ensures that requests are addressed in a timely and qualitative manner;

3. Prepares contextual information materials such as background notes, political profiles and databases of relevance to the assigned portfolio; manages information to ensure its accessibility and utility;

4. In collaboration with senior management, assists with formulating and managing the implementation of the Programme of Work and coordinates activities related to funding and membership contributions and arrears;

5. Coordinates with senior management and relevant departments, the provision of secretariat services to the sessions of the General Assembly, Executive Council, Regional Commissions and other statutory meetings, including continuous guidance and authoritative advice on the organization of work, status of negotiations, conduct of business, rules of procedure and established practices, programme budget and administrative issues, as well as issues of strategic, political and technical nature in the context of provision of substantive support to Member States;

6. In consultation with relevant departments, supports and coordinates communication outreach campaigns, providing technical and policy advice on highly complex public information issues;
7. Ensures adherence to data protection and privacy policies in accordance with United Nations standards; in coordination with relevant departments, ensures the effective maintenance of the relevant communication databases and platforms;

8. Consolidates efforts of the regional departments and prepares strategic papers on the vision and approach for attracting non-Member states; conducts negotiations with authorities from non-Member States;

9. Performs other duties as required.

**REQUIREMENTS**

**Academic**
- Advanced university degree (Master’s degree or equivalent) in international relations, political science, economics, business administration 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;
- Good working knowledge of one of other official languages of the Organization (Arabic, 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;
- Judgment/decision making;
- Managing performance;
- Leadership;
- Vision;
- Building trust.

**Remuneration**
The total annual salary of **USD 108,796** 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 18,132. 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 August 2022 rate of 20%.

**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.

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<th>Application Procedure</th>
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<td>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.</td>
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- 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.