



## Call for Expression of Interest

<b>Post Title:</b>	Intern	<b>Duty Station:</b>	Madrid, Spain
<b>Reference:</b>	UNWTO/HHRR/CFE/03/ECSR/2023	<b>Start Date:</b>	As soon as possible
<b>Department:</b>	Ethics, Culture and Social Responsibility	<b>Duration:</b>	6 months
		<b>Deadline for Applications:</b>	<b>14 April 2023</b>

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### 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 an **Intern** for its Ethics, Culture and Social Responsibility Department. The **Ethics, Culture and Social Responsibility Department** is responsible for the promotion of responsible, socially inclusive and universally accessible tourism. The Department also coordinates the activities of the World Committee on Tourism Ethics and the implementation of the UNWTO Framework Convention on Tourism Ethics.

Under the supervision of the Head, Ethics, Culture and Social Responsibility Department, the incumbent performs the following duties:

1. Assists in the research, collection, drafting and edition of good practices, case studies and other written contributions related to the different focus areas defined in the Programme of Work of the Department;
2. Maintains correspondence with organizations which may provide relevant inputs related to ethical business practices, cultural tourism and creative industries, and social dimensions of sustainability, with a special focus on underrepresented population groups, in particular women;
3. Assists in producing compendia of good practices, case studies and sets of recommendations in collaboration with in-house and external partners, in particular with technical staff in charge of publications, reports, layout and communications;
4. Supports the logistical preparation and organization of UNWTO events, both virtual and in-person, that fall under the responsibility of the Department;
5. Assists in drafting and regular updating of the web contents of the Department, in different spheres of work (World Committee on Tourism Ethics, Private Sector Commitment to the Global Code of Ethics for Tourism, Culture, Women's Empowerment, Accessibility or specific projects);
6. Performs other duties as required.

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## REQUIREMENTS

- Academic**
- Candidates are required to be enrolled in or to have recently completed a university programme in the field of international relations, cooperation and development, cultural studies, anthropology, social science or communications.
- Experience**
- No working experience is required to apply for the UNWTO Internship Programme but previous experiences in communications or international relations is an asset.
- Languages**
- Fluency in English and/or Spanish is required, with an excellent command of the other;
  - Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French, Russian or Spanish) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 10.
- Other Skills and Competencies**
- Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
  - Sense of responsibility and commitment;
  - Keen interest and appreciation for the United Nations.

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**Remuneration and Other Conditions** A monthly stipend of EUR 500 is foreseen. UNWTO does not provide any other financial support for Interns. Interns are responsible for all matters pertaining to their stay at the duty station and must be in possession of an all-risk insurance, valid for the duration of their Internship.

**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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- 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.**