Call for Expression of Interest

Title: Language Services Specialist
Duty Station: Madrid, Spain
Reference: UNWTO/HHRR/CFE/13/COSE/2023
Start date: As soon as possible
Area/Type: III/4B
Duration: 12 months
Department: Conference Services (Language Services)
Deadline for Applications: 15 January 2024
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 Language Services Specialist within the Conference Services (Language Services) Department.

The Conference Services (Language Services) Department is responsible for providing translation, interpretation, terminology, drafting guidelines and other language support services to the Secretariat; organizing the meetings of the General Assembly, the Executive Council and related events and activities; managing General Assembly and Executive Council documentation; and providing conference support services to the other Programmes of the Secretariat.

Under the supervision of the Chief, Languages Services/Translator (Arabic), the incumbent performs the following duties:

1. Provides specialized administrative support services to help ensure smooth functioning of the department, including preparing and/or processing administrative requests;
2. Provides assistance in managing the translations registry database;
3. Assists the department in documentation and archival processes, especially in Chinese;
4. Formatting, in draft and final form, official documents of varying complexity in accordance with UNWTO standards in at least Chinese and English;
5. Performs cross-checking of official documents and ensuring that documents are complete and changes have been incorporated as marked in the draft copy;
6. Contributes to terminology projects (compile glossaries, create database entries, etc.);
7. Translates, subject to revision, short non-specialized texts into Chinese;
8. Performs other duties as required.
REQUIREMENTS

Academic
- University degree, preferably in languages or translation; good general knowledge of economics, statistics, law, sociology, environment and tourism; a 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
- At least four years of relevant work experience;
- Experience in translation is an asset.

Languages
- Fluency in Chinese and English is essential;
- Good working knowledge of another of the official languages of the Organization (Arabic, French, Spanish or Russian), preferably French or Spanish is an asset.

Computer Skills
- Computer literacy in Microsoft Office software and Windows 11 and Office 365.

Other Skills and Competencies
- Technological awareness and good record-keeping skills;
- Service orientation and ability to work well within a team;
- Commitment to continuous learning and innovation;
- Demonstrated ability to work independently with assigned areas, showing initiative and judgement;
- Planning and organizing skills;
- 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 **EUR 1,800 - EUR 2,200**, 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.