



Call for Expression of Interest

(Applicants who have already applied for this post do not need to re-apply)

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:	29 January 2024 (Deadline extended)
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	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ At least four years of relevant work experience;▪ Experience in translation is an asset.
Languages	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ Computer literacy in Microsoft Office software and Windows 11 and Office 365.
Other Skills and Competencies	<ul style="list-style-type: none">▪ 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.
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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.**