

Call for Expression of Interest

Post Title:	Senior Offline Education Specialist	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/14/IEID/2023	Start Date:	As soon as possible
Area/Type:	I / 5A	Duration:	12 months
Department:	Innovation, Education and Investments	Deadline for Applications:	05 February 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 **Senior Offline Education Specialist** within the **Innovation, Education and Investments Department**. The Department aims to drive the digitalization of tourism and to create an Innovation and Entrepreneurship Ecosystem that will maximize the potential of the sector in terms of economic growth, job creation and sustainable development.

Under the overall supervision of the Director, Innovation, Education and Investments Department, and the day-to-day guidance of the Programme Coordinator of Innovation, Education and Investments, the incumbent performs the following duties:

1. Provides direct input to the development of the Innovation, Education and Investments strategy that will allow UNWTO to boost a more innovative and professional tourism sector;
2. Independently executes the UNWTO Programme of Work in Offline Education, which includes but is not limited to:
 - a. Introduction of tourism as a subject in secondary education. Eg. UNWTO Tourism Education Toolkit;
 - b. Development of formal education programmes for the sector. Eg. UNWTO-HSLU Bachelor of Science in International Sustainable Tourism;
 - c. Creation of executive education and human capital development programmes for Member States;
 - d. Planning, development, setting and implementation of International Academies in collaboration with UNWTO;
 - e. Coordination of research outputs and publications in education in tourism;
3. Coordinates the development of new UNWTO services for offline education focused on new methodologies, reviews project components, develops project resource profiles and timelines;
4. Assesses project proposals for quality and consistency and for those implemented assesses delivery issues and works with counterparts to build common understanding and coordination on project activities;

5. Builds relationships with strategic stakeholders and potential partner universities evaluating project proposals and opportunities, ensuring that they are in line with the UNWTO Management Vision and Priorities and the Sustainable Development Goals;
6. Provides assistance to Regional Departments and UNWTO Member States in the development and presentation of strategies and initiatives to drive education and skills development for a more sustainable sector;
7. Independently researches, compiles and presents background information/data on topics related to the activities of the department; processes and examines technical information and data in accordance with instructions received, makes necessary comparisons, abstracts, and computations;
8. Contributes to the development and management of a global education ecosystem in tourism and promotes organization's capacity as a reliable partner with key stakeholders and counterparts;
9. Provides overall support in the day-to-day operations of the Department;
10. Performs other duties, as required.

REQUIREMENTS

Academic	<ul style="list-style-type: none"> ▪ Advanced university degree (Master's degree or equivalent) in education 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 professional experience in a field related to the activities of the department.
Languages	<ul style="list-style-type: none"> ▪ Fluency in English is essential; ▪ Fluency in Spanish is an asset; ▪ Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French or Russian) is an asset.
Computer Skills	<ul style="list-style-type: none"> ▪ Computer literacy in Microsoft Office software and Windows 11.
Other Skills and Competencies	<ul style="list-style-type: none"> ▪ Demonstrated expertise in development and implementation of education programmes; ▪ Technical skills such as: curriculum integration, learning management systems fluency and awareness, project-based learning and innovative teaching methodologies for tourism; ▪ Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity; ▪ Ability to work independently within assigned areas, showing initiative and judgment; ▪ Sense of responsibility and commitment; ▪ Excellent writing and communication skills; ▪ Ability to work under pressure and meet tight deadlines; ▪ Previous experience in the United Nations or another international organization would be an asset.

Remuneration and Other Conditions	The monthly remuneration of the selected candidate would be EUR 4,000 . 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;
 - **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.**