

Vacancy Notice

Post Title:	Senior Programme Officer	Duty Station:	Madrid, Spain
Grade of the Post:	P.3	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/02/COMM/2024	Duration of Appointment:	Two years
Department:	Communications	Deadline for Applications:	22 March 2024

DUTIES AND RESPONSIBILITIES

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

The **Communications Department** is responsible for positioning tourism as key contributor to economic growth, sustainable development, and the achievement of the Sustainable Development Goals (SDGs) and position UN Tourism as the leading reference in tourism.

Under the supervision of the Chief, Communications, the incumbent performs the following duties:

1. Manages and deepens media relations and new media partnerships, fostering growth and effectiveness;
2. Conducts comprehensive communications analysis to advance UN Tourism's evidence-based and data-driven outreach strategies;
3. Supports the overhaul and relaunch of the crisis communications policy, strategy and methods;
4. Assists in the internal capacity building for basic communications and media engagement;
5. Acts as a representative of the Chief of Communications when required, serving as a proxy in various capacities;
6. Provides technical and administrative support in the implementation and evaluation of assigned work programmes, offering accurate and pertinent information for decision-making at the headquarters, regional, national and local levels, including governmental and institutional bodies;
7. Prepares reports, various written outputs, correspondences, articles and presentations to effectively communicate UN Tourism's messages and achievements;
8. Reviews relevant documents and reports, identifying pertinent issues and challenges, liaising with relevant counterparts and undertaking studies to contribute to capacity-building efforts;
9. Supports the development of the Programme of Work by making recommendations on new areas of work and drafting relevant sections related to the incumbent's work assignments;
10. Performs other duties as required.

REQUIREMENTS

Academic	<ul style="list-style-type: none">▪ Advanced university degree (Master's degree or equivalent) in communications, public relations, international relations, journalism, social studies, media studies or a related field. A first-level university degree in combination with qualifying experience may be accepted <i>in lieu</i> of the advanced university degree.
Experience and Basic Competencies	<ul style="list-style-type: none">▪ A minimum of five years of progressively responsible experience in communications, media outreach or a related field;▪ Excellent understanding of communication and advocacy, with a focus on media and editorial services;▪ Strong partnerships and networking skills;▪ Excellent knowledge of the media landscape and new developments in digital media;▪ Excellent communication skills and editorial skills;▪ Ability to conceptualize and implement communication and media strategies;▪ Experience in managing partnerships with traditional and new media;▪ Experience in managing a multicultural team;▪ International experience and/or previous experience in the UN Nations system or another international organization is an asset;▪ Client orientation;▪ Accountability;▪ Planning and organizing;▪ Teamwork;▪ Creativity;▪ Technological awareness;▪ Commitment to continuous learning.
Languages	<ul style="list-style-type: none">▪ Fluency in English and Spanish is essential;▪ Good working knowledge of one of other 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">▪ Promote tourism for the benefit of people and planet;▪ Integrity;▪ Professionalism;▪ Respect for diversity.▪ Judgment/decision making;▪ Managing performance;▪ Leadership;▪ Vision;▪ Building trust.
Remuneration	<p>The total annual salary of USD 86,114 consists of a net annual salary of USD 64,121 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 21,993. 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 February 2024 rate of 34.3%.</p>

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 UN Tourism will subsequently be offered.

Application Procedure

Interested applicants are requested to complete the [Online UN Tourism Personal History Form](#). Please note that UN Tourism 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.

-
- 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 UN Tourism Member States. Women candidates and nationals from non-represented Member States in the UN Tourism 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.