

Vacancy Notice

Post Title:	Senior Programme Assistant	Duty Station:	Madrid, Spain
Grade:	G.6	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/04/ECSR/2024	Duration of Appointment:	Two years
Department:	Ethics, Culture and Social Responsibility	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 **Ethics, Culture and Social Responsibility Department** is tasked with the promotion of responsible, socially inclusive, and universally accessible tourism. Guided by the provisions of the Global Code of Ethics for Tourism, the Department focuses on promoting 1) accountability of tourism key players and ensuring socio-cultural sustainability, 2) accessible tourism for all, 3) corporate social responsibility and ethical business practices, 4) youth, gender equality and women's empowerment, 5) intercultural dialogue and the respect for cultural heritage and traditional cultural practices in tourism development, especially that of indigenous peoples; and, 6) human rights in tourism. The Department also coordinates the activities of the World Committee on Tourism Ethics and the implementation of the UN Tourism Framework Convention on Tourism Ethics.

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

1. Provides assistance in support of planning and implementation of activities/processes for various components of the department's programmes, in particular with a focus on youth;
2. Researches, compiles, analyses, summarizes, and presents basic information/data for use in the preparation of reports, briefs, speeches, presentations, etc.;
3. Assists in planning and preparing various activities of the department, including resources mobilization and partnerships opportunities, outreach missions and development, and roll-out of trainings; monitors status of programmes of the department; takes action to ensure that programme documents are completed, submitted and filed in the department's archives;
4. Assists in the development, monitoring and evaluation of programmes of the department; categorizes, updates and tracks data related to programmes of the department, e.g. outputs, training and outreach activities, inquiries and requests received by the department, training and outreach activities undertaken by the department, etc.; carries out periodic status reviews of databases of the department, identifies issues and initiates requisite follow-up actions;
5. Assists in performance reporting and data compilation; liaises with internal and external stakeholders and ensures completeness and accuracy of data submitted;
6. Drafts programme/mission summaries and coordinates with colleagues on the finalization of data management related to outreach activities undertaken;

7. Serves as focal point for monitoring of incoming inquiries, requests and correspondence; ensures proper indexing, cross-referencing, filing, following-up on actions to be taken and completion; monitors case load system and ensures assignment to relevant personnel; compiles relevant background documents and references;
8. Prepares, maintains and updates files (electronic and paper), internal databases and data collection tools; provides administrative and technical support and responds to requests and inquiries; designs and generates a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes;
9. Perform other related duties as required.

REQUIREMENTS

Academic	<ul style="list-style-type: none"> ▪ Secondary school education is required; specialized administrative office training/courses in the field related to the department are desirable.
Experience and Basic Competencies	<ul style="list-style-type: none"> ▪ A minimum of five years of progressively responsible experience in programme or project management, or a related area; ▪ Client orientation; ▪ Communication skills; ▪ Accountability; ▪ Planning and organizing; ▪ Teamwork; ▪ Creativity; ▪ Technological awareness; ▪ Commitment to continuous learning.
Languages	<ul style="list-style-type: none"> ▪ Fluency in English is essential; ▪ Good working knowledge of Spanish is highly desirable; ▪ 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"> ▪ Promote tourism for the benefit of people and planet; ▪ Integrity; ▪ Professionalism; ▪ Respect for diversity.

Remuneration The initial base salary is **EUR 48,769** per annum.

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.

The type of recruitment is local.

**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.

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- 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 and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.