

Vacancy Notice

Post Title:	Programme Coordinator	Duty Station:	Riyadh, Kingdom of Saudi Arabia
Grade of the Post:	P.4	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/06/TMIC/2024	Duration of Appointment:	Two years
Department:	Market Intelligence, Policies and Competitiveness	Deadline for Applications:	11 April 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 **Market Intelligence, Policies and Competitiveness Department** is responsible for providing data intelligence, knowledge, and strategic guidance to support tourism destinations and the sector at large, to become more competitive and improve destination management through efficient policies and governance. Furthermore, through policy analysis and development, the Department provides Member States and stakeholders with comprehensive support and guidance to navigate regulatory frameworks, promote innovation, and ensure the sustainable growth of the tourism sector.

Under the supervision of the Chief, Market Intelligence, Policies and Competitiveness Department, the incumbent performs the following duties:

1. Effectively coordinates all activities related to the implementation of the UN Tourism General Programme of Work in the area of Tourism for Rural Development by the Regional Office for the Middle East (ROME), including effective monitoring and reporting to the supervisor of implementation, key results and impact;
2. Provides strategic insights, recommendations and concrete proposals that support the definition and updating of the Programme of Work for the Regional Office in the area of Tourism for Rural Development with a particular focus on establishing key performance indicators, main activities and timelines, outreach and strategic partners for each initiative in coordination with the supervisor;
3. Effectively supervises personnel under his or her supervision, with a view to establishing an efficient and effective workflow and to supporting the achievement of department goals and objectives while ensuring the motivation of assigned personnel; and ensuring consistency in the application of UN Tourism rules and procedures;
4. Provide analysis and develops technical documents with specific attention to the application of the UN Tourism's Market Intelligence and Competitiveness priorities and its related activities in the area of tourism and rural development;
5. Initiates and coordinates programmes and initiatives ensuring their effective implementation by team members as well as necessary coordination with the relevant department at UN Tourism Headquarters;

6. Actively participates in horizontal networking and information sharing with other external partners, including consultants, strategic stakeholders and subject matter experts, academia, civil society and private sector organizations;
7. Ensures the identification, development and implementation of relevant partnerships in the respective area of work;
8. Represents the organization in events/missions and institutional meetings;
9. Identifies the needs of the Member States related to tourism and rural development and oversees the preparation of relevant proposals that may be appropriate based on the situation of the Member State as well as horizontal initiatives that can address common needs and requirements;
10. Ensures that the work of the Regional Office in the area of tourism for rural development meets the required standards and is compliant with relevant policies to uphold integrity, veracity, reliability, and credibility; and the technical excellence of all speeches, documents, reports and communication materials emanating from the Department in this area of work, including reports to the UN Tourism statutory bodies such as the Regional Commissions, the Executive Council and the General Assembly;
11. Performs other related duties as required.

REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) in tourism, business administration, management, development, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted *in lieu* of the advanced university degree.

Experience and Basic Competencies	<ul style="list-style-type: none"> ▪ A minimum of seven years of progressively responsible experience in programme management, international relations, development assistance, tourism, administration or management or related area; ▪ Comprehensive knowledge of programme management and related fields; ▪ Coordination capacity and proven experience in terms of programme implementation and team management; ▪ Facility with modern techniques of analysis; conceptual and strategic analytical and planning capacity, including ability to analyze and articulate complex issues and manage multiparters initiatives; ▪ Demonstrated problem-solving skills and ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems; ▪ Very good knowledge of the programme area, ability to relate issues, trends, perspectives; ▪ Ability work under pressure, very good knowledge of institutional mandates, policies and guidelines; ▪ Excellent research skills and demonstrated ability to complete in-depth studies and to formulate conclusions /recommendations; ▪ Strong ability to establish and maintain effective working relationships with people of different national and cultural backgrounds; ▪ Client orientation; ▪ Capacity to develop and manage partnerships; ▪ Good communication skills (spoken and written); ▪ Accountability; ▪ Excellent capacity of planning and organizing; ▪ Teamwork and coordination capacity; ▪ Creativity; ▪ Technological skills; ▪ Commitment to continuous learning.
Languages	<ul style="list-style-type: none"> ▪ Fluency in English is essential; ▪ Fluency in Spanish and/or Arabic are strong assets; ▪ Good working knowledge of one of other official languages of the Organization (Chinese, French, or Russian) is an asset.
Computer Skills	<ul style="list-style-type: none"> ▪ Computer literacy in Microsoft Office software and Windows 11. ▪ Good command of social media tools is an asset.
Other Skills and Competencies	<ul style="list-style-type: none"> ▪ Integrity; ▪ Professionalism; ▪ Respect for diversity; ▪ Capacity to manage various projects simultaneously and deliver on deadlines; ▪ Previous experience in the United Nations or another international organization is an asset.
Remuneration	<p>The total annual salary of USD 121,169, consists of a net annual salary of USD 77,326 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 39,204. 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 March 2024 rate of 56.7%.</p>
Other conditions	<p>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.</p>

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.

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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 as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.