

## Call for Expression of Interest

<b>Post Title:</b>	Senior Human Resources Specialist	<b>Duty station:</b>	Madrid, Spain
<b>Reference:</b>	UNWTO/HHRR/CFE/07/HHRR/2024	<b>Start Date:</b>	As soon as possible
<b>Area/Type:</b>	IV / 5A	<b>Duration:</b>	Twelve months
<b>Department:</b>	Human Resources	<b>Deadline for Applications:</b>	<b>23 April 2024</b>
<b>Contractual Status:</b>	Service Contract		

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### DUTIES AND RESPONSIBILITIES

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

UN Tourism is currently looking for a **Senior Human Resources Specialist** for its **Human Resources Department**. The Human Resources Department is responsible for the recruitment, administration, and training of UN Tourism personnel, as well as the administrative functions related thereto.

Under the supervision of the Chief, Human Resources, the incumbent performs the following duties:

1. In close collaboration with internal and external stakeholders as well as subject-matter experts, manages the development and implementation of learning and development programmes and projects;
2. Ensures the delivery of assigned learning and development activities, reviews and prepares related documents and reports, liaises with relevant parties, and conducts appropriate follow-up action;
3. Identifies and analyses personnel development needs through surveys and data collection tools; reviews, analyses, and interprets responses; identifies issues and prepares training recommendations; develops training materials and policies;
4. Initiates and performs outreach activities, prepares related communication materials, and makes presentations on assigned topics;
5. Provides inputs into the preparation and monitoring of the training budget;
6. Undertakes research and analysis to determine relevant information to be used in the preparation of new or revised administrative issuances; prepares drafts and performs a preliminary review of the content in line with the relevant documents prior to final approval by the supervisor;
7. Assists the supervisor in the management of UN system-wide surveys and initiatives (e.g. JIU, CEB, etc.) by preparing draft responses, performing relevant research, preparing internal communications, and assisting in the necessary follow-up;
8. Supports the provision of HR services through managing ERP datasets, organizes and prepares data sets for determining trends and service delivery performance; assists in the implementation of the Human Capital Management (HCM) platform and the relevant HR modules updates and records the HCM and supports its development;
9. Leads the development and implementation of health and well-being initiatives in coordination with internal and external stakeholders and the Staff Counsellor; liaises with the Staff Counsellor for administrative matters and training initiatives;

10. Conducts basic reviews of agreements related to HR functions and provides recommendations as necessary;
11. Performs other duties as required.
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## REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) in 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**
- Minimum of five years of relevant professional experience.
- Languages**
- Fluency in English;
  - Fluency in Spanish is a strong asset;
  - Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French or Russian) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 11;
  - Knowledge of HR databases and tools is a strong asset.
- Other Skills and Competencies**
- Flexibility and willingness to multi-task;
  - Ability to plan and organize;
  - Problem-solving skills;
  - Ability to handle a large volume of work in an efficient and timely manner;
  - Tact, accuracy and discretion;
  - A customer-service orientation;
  - Good drafting skills and knowledge of research tools;
  - Good interpersonal skills and ability to work harmoniously in a multi-cultural environment;
  - Previous experience in the United Nations or another international organization would be a strong asset.

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**Remuneration and Other Conditions** The monthly remuneration of the selected candidate would be in the base range of **EUR 2,400 - EUR 3,000**, depending on previous professional experience, skills, and competencies. The Service Contract holder will be affiliated to the UN Tourism 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.

**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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- **As per UN Tourism'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 UN Tourism will subsequently be offered. Any extension beyond the advertised duration is subject to the availability of funds and necessities of service.**