



CALL FOR EXPRESSION OF INTEREST

| | | | |
|----------------------------|-----------------------------------|-----------------------------------|-------------------------|
| Title: | Communications Assistant (IY2017) | Duty Station: | Madrid, Spain |
| Reference: | UNWTO/HHRR/CFE/03/COMM/2017 | Start date: | 15 March 2017 |
| Programme: | Communications and Publications | Duration: | 12 months |
| Contractual Status: | Service Contract | Deadline for Applications: | 22 February 2017 |

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 **Communications Assistant (IY2017)** for its **Communications and Publications Programme**. The Communications and Publications Programme is responsible for defining the messaging and positioning of UNWTO, as well as coordinating and implementing all institutional communications of the Secretariat. It is also responsible for the production and dissemination of UNWTO publications, including the management of the UNWTO e-library, as well as for UNWTO's archives and Documentation Centre

Under the overall supervision of the Programme Chief, Communications and Publications, the Service Contract holder will perform the following duties:

1. Implement the communications plan of the International Year of Sustainable Tourism for Development (IY2017), in terms of institutional communications and consumer campaign;
2. Create and promote the dissemination of content (written and audio-visual) of the IY2017 in coordination with the communications team and other UNWTO Programmes;
3. Create social media content and manage the IY2017 social media accounts in coordination with the Communications and Publications Programme;
4. Support the organization of IY2017 events and its overall communications;
5. Coordinate partnership agreements for the promotion and dissemination of the Consumer Campaign of the YI2017 Travel.Enjoy.Respect;
6. Perform other duties as required.

QUALIFICATIONS AND REQUIREMENTS

| | |
|--|---|
| Education | University degree in communications, public relations or journalism; a university degree in another discipline may be accepted <i>in lieu</i> if it is pertinent to the requirements of the post and in combination with relevant professional experience. |
| Experience and basic competencies | Minimum of three years of progressively responsible professional experience in communications. |
| Languages | <ul style="list-style-type: none">▪ Native speaker of English or Spanish, with an excellent command of the other;▪ Fluency in French would be a strong asset;▪ Good working knowledge of another of the official languages of the Organization (Arabic or Russian) would be an asset. |

| | |
|--------------------------------------|--|
| Computer Skills | Computer literacy in Microsoft Office software and Windows 7. |
| Other Skills and Competencies | <ul style="list-style-type: none"> ▪ Knowledge of communication principles and strategies; ▪ Knowledge and experience with social media; ▪ Ability to create content in a creative and engaging way in English; ▪ Ability to coordinate the organization of events; ▪ Ability to correctly interpret and information from various information sources; ▪ Ability to express ideas clearly, concisely and persuasively; ▪ Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity; ▪ Ability to deliver on time and under pressure; ▪ Knowledge of structures and procedures of international organizations and of national administrations is desirable. |

| | |
|------------------------------|--|
| 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. |
|------------------------------|--|

| | |
|--|--|
| Remuneration and Other conditions | The monthly remuneration of the selected candidate would be in the base range of EUR 1,600 and EUR 1,800 depending on previous professional experience, skills and competencies. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization's procedures). |
|--|--|

-
- 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 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.**