



VACANCY NOTICE

Post Title:	Programme Coordinator	Duty Station:	Madrid, Spain
Grade of the Post:	P.3	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/25/STPP/2017	Duration of Appointment:	Two years
Programme:	Statistics, Trends and Policy	Deadline for Applications:	23 June 2017

DUTIES AND RESPONSIBILITIES

The UNWTO Statistics, Trends and Policy Programme is responsible for the main areas in its title, covering statistical methodology, implementation, data collection and dissemination, analysis of trends, and marketing expertise.

The Programme is currently looking for a Programme Coordinator to reinforce the team and to work on the activities in the area of tourism trends. Under the overall supervision of the Programme Director, the incumbent will be responsible for the designated projects in this area and will carry out the different tasks indicated below:

1. Initiate, manage and execute projects in the area of tourism trends, aimed at identifying and analysing of current and future trends in destinations, markets, products and segments, short-and long-term forecasting and ad-hoc research;
2. Draft and edit specified inputs for technical papers, analytical studies and reports to disseminate results through UNWTO publications such as the *UNWTO World Tourism Barometer*, *Tourism Highlights* and other documents;
3. Supervises human resources and controls budget allocated to the projects under his/her responsibility. Will also research, identify, recruit and supervise leading external collaborators for outsourced projects and projects with partners. Contribute to the design of the Programme of Work and the strategy for the area;
4. Provide substantive support on the area of expertise by means of briefings, presentations, responses to queries, workshops, seminars, courses and other outreach activities to senior management, other UNWTO Programmes and Members of the Organization; coordinate the involvement of relevant stakeholders in these events;
5. Participate in or lead missions as the UNWTO representative and provide guidance to government officials and other parties on the area of expertise;
6. Act as Deputy of the Programme Director whenever needed;
7. Perform other duties as required.

REQUIREMENTS

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| Academic | <ul style="list-style-type: none">▪ Advanced university degree (Master's degree or equivalent) in social sciences, economics, applied statistics 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;▪ A PhD would be an asset. |
| Experience and Basic Competencies | <ul style="list-style-type: none">▪ A minimum of five years of progressively responsible experience in analysis, research, drafting and project management;▪ Fully familiar with statistics, research and analysis at international level, preferably in the field of tourism;▪ Affinity with the analysis of statistical data and qualitative information, including preparation of statistical tables;▪ Proven skills in reporting of results and drafting of reports; |

- Communication skills;
- Teamwork;
- Planning and organizing;
- Accountability;
- Creativity;
- Client orientation;
- Commitment to continuous learning;
- Technological awareness;
- Previous experience in the United Nations or another international organization would be an asset.

Languages

- Proficiency in English, including a demonstrated ability to communicate and draft accurately, clearly and concisely in this language;
- Good working knowledge of one or more of the other official languages of the Organization (Arabic, French, Spanish or Russian) is an asset.

Computer Skills

- Computer literacy in Microsoft Windows and Office software;
- Expert-level knowledge of IT tools related to data analysis, among which spreadsheet, database and specific statistical applications.

Other Skills and Competencies

- Integrity;
- Professionalism;
- Respect for diversity.

Remuneration The total annual salary of **USD 74,927.66** consists of a net annual salary of USD 58,583 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 16,344.66. 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 May 2017 rate of 27.9%.

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. This contract may then be renewed once, up to a maximum total of five years. At the end of this period, the Organization will discuss whether to grant or not an indeterminate appointment. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.

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.

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