



VACANCY NOTICE

Post Title:	Programme Officer	Duty Station:	Madrid, Spain
Grade of the Post:	P.1	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/18/RPAP/2017	Duration of Appointment:	Two years
Programme:	Regional Programme for Asia and the Pacific	Deadline for Applications:	2 June 2017

DUTIES AND RESPONSIBILITIES

The Regional Programme for Asia and the Pacific is responsible for the coordination, follow-up and reporting of the activities undertaken in the Asia-Pacific region. Through continuous relations with each and every Full, Associate and Affiliate Member in the Asia-Pacific region, the Programme ensures a geographically balanced repartition of UNWTO activities. The Programme also establishes and maintains relations with non-member States and other stakeholders, in order to integrate them within the Organization.

Under the supervision of the Programme Director, Regional Programme for Asia and the Pacific, the incumbent performs the following duties:

1. Collaborates in the implementation of the UNWTO General Programme of Work in the Asia-Pacific region, through the preparation, analysis and evaluation of technical documents;
2. Maintains permanent contact with the representatives of the Member States, as well as other regional organizations; and promotes UNWTO's objectives with international institutions and other regional bodies;
3. Prepares and participates in events organised by the Programme in the Asia-Pacific region;
4. Identifies technical assistance needs of the Member States and proposes them to the Programme Director, ensures that appropriate follow-up is done with the relevant Programme in the Organization for technical missions;
5. Supports the Programme Director and the Deputy Programme Director in promoting the presence of the Organization and the Affiliate Member activities in the Asia-Pacific region;
6. Drafts quantitative components of reports and presentations;
7. Supports the public information activities of the Programme by drafting press releases and news articles, as well as providing routine technical information to the general public, shareholders and partners;
8. Performs other related duties as required.

REQUIREMENTS

Academic	A first-level university degree in business administration, management, tourism or a related field.
Experience and Basic Competencies	<ul style="list-style-type: none">▪ A minimum of two years of progressively responsible experience in project/programme management, tourism, administration or related area;▪ Communication skills;▪ Teamwork;▪ Planning and organizing;▪ Accountability;▪ Creativity;

- Client orientation;
- Commitment to continuous learning;
- Technological awareness.

Languages

- Fluency in English is essential;
- Good working knowledge of one of other official languages of the Organization (Arabic, French, Spanish or Russian) is an asset.

Computer Skills

Computer literacy in Microsoft Office software and Windows 7.

Other Skills and Competencies

- Integrity;
- Professionalism;
- Respect for diversity;
- Previous experience in the United Nations or an international organization would be an asset.

Remuneration

The total annual salary of **USD 46,041** consists of a net annual salary of USD 35,998 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 10,043. 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.

- 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.