



## VACANCY NOTICE

<b>Post Title:</b>	Programme Officer	<b>Duty Station:</b>	Madrid, Spain
<b>Grade of the Post:</b>	P.1	<b>Date of Entry into Duty:</b>	As soon as possible
<b>Vacancy Reference:</b>	UNWTO/HHRR/VAC/23/STPP/2017	<b>Duration of Appointment:</b>	Two years
<b>Programme:</b>	Statistics, Trends and Policy	<b>Deadline for Applications:</b>	<b>23 June 2017</b>

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### 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 Officer to reinforce the team and to assist on projects carried out. Under the overall supervision of the Programme Director, and the daily supervision of a Programme Coordinator, the incumbent will be designated to projects under this Programme and will carry out the different tasks indicated below:

1. Contribute to the designated projects in the area of statistics aimed at:
  - the development, implementation and promotion of international statistical frameworks;
  - supporting the implementation of statistical standards in countries through research and contribution to the drafting of related documents;
  - analysing data series and trends and providing ad-hoc research;
2. Contribute to statistical data compilation and dissemination, proposing workable improvements therein, and building and maintaining relationships with counterparts in countries;
3. Prepare, draft and/or edit various written outputs based on research; prepare dissemination material for various audiences such as briefing notes, speeches and brochures;
4. Contribute to the compilation and analysis of quantitative and qualitative data from official and third party sources, including the preparation of tables and graphs;
5. Liaise with other international organizations, experts in the field and other officials to obtain and provide data and information; respond to various inquiries and information requests internally and externally;
6. Support the organization of capacity-building missions and initiatives, workshops, seminars and expert group meetings both administratively and substantively;
7. Participate in missions and meetings on behalf of UNWTO;
8. Perform other duties as required.

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### REQUIREMENTS

<b>Academic</b>	A first-level university degree in social sciences, economics, applied statistics, business administration or a related field.
<b>Experience and Basic Competencies</b>	<ul style="list-style-type: none"><li>▪ Three years of professional experience in one or more of the areas relevant to the Programme;</li><li>▪ Acquainted with statistics, research and analysis at the international level, preferably in the field of tourism;</li><li>▪ Ability to draft accurately, clearly and concisely;</li><li>▪ Communication skills;</li></ul>

- 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;
- User-level knowledge of IT tools related to data and analysis, among which spreadsheet, database and specific statistical applications.

#### Other Skills and Competencies

- Integrity;
- Professionalism;
- Respect for diversity.

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#### 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.

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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.