



## VACANCY NOTICE

<b>Post Title:</b>	Senior Programme Assistant	<b>Duty Station:</b>	Madrid, Spain
<b>Grade of the Post:</b>	G.6	<b>Date of Entry into Duty:</b>	As soon as possible
<b>Vacancy Reference:</b>	UNWTO/HHRR/VAC/20/SFPM/2017	<b>Duration of Appointment:</b>	Two years
<b>Programme:</b>	Special Field Projects	<b>Deadline for Applications:</b>	<b>23 June 2017</b>

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### DUTIES AND RESPONSIBILITIES

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

The **Special Field Projects Programme** is responsible for implementing trans-regional tourism projects based on a broad range of themes and subjects. Primarily the programme is responsible for implementing a sustainable and internationally competitive tourism concept along the historic Silk Road routes. Devised as a collaborative platform, the programme, together with 33 UNWTO Member States and UNWTO Affiliate Members, is in charge of developing and implementing joint tourism initiatives within three key focus areas: marketing & promotion, capacity building & destination management, and travel facilitation. Apart from organizing a series of annual events at the main travel fairs, the programme, in collaboration with partner organizations, implements field projects, training courses and further initiatives aimed at raising the profile of the Silk Road as an innovative tourism brand.

Under the supervision of the Programme Manager, Special Field Projects, the incumbent performs the following duties:

1. Assists the Programme Manager in the development of the Special Field Projects to strategic issues of common interest by:
  - Supporting and providing input on policy and implementation of projects;
  - Assisting with the management of projects assigned to the Programme;
  - Coordinating marketing, public relations and branding initiatives aimed at raising the profile of Special Field Projects;
2. Organizes data and information, prepares and maintains official communications and key programme documents (Silk Road Action Plan, executive speeches, specialised articles, reports, media releases, invitations, presentations, etc.) to UNWTO Members and key stakeholders;
3. Provides support to ensure the smooth organization and execution of meetings, seminars, workshops and conferences, including: content development; sourcing of expert speakers; securing and arranging logistics; preparation of meeting documents, mass mailing of invitations, and other general coordination matters;
4. During meetings, coordinates logistics; takes notes and drafts minutes; follows up on meetings and events, as requested;
5. Contributes to the expansion of the Special Field Projects stakeholder network and partnerships to generate global public relations and sponsorship (UNWTO Member States, Affiliate Members, UN agencies, financial institutions, and external stakeholders); supports Member State relations and involvement, especially through the Silk Road Task Force network;
6. Establishes and maintains regular collaboration with United Nations agencies on joint projects (UNESCO, UNCTAD, UNDP, etc.);

7. Independently provides a full range of programme management and implementation assistance at all levels for the various activities of the Silk Road Project, seeking guidance only in exceptional circumstances;
8. Performs other duties as required.

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## REQUIREMENTS

<b>Academic</b>	Completion of secondary education, preferably supplemented by technical or university courses in a field related to the assigned programme in the organization.
<b>Experience and Basic Competencies</b>	<ul style="list-style-type: none"> <li>▪ Five years of progressively responsible technical or administrative work, of which at least one year closely related to support of activities in the specialized area of the G-5 level job;</li> <li>▪ Strong oral and written communication skills in the languages required;</li> <li>▪ Teamwork;</li> <li>▪ Planning and organizing;</li> <li>▪ Accountability;</li> <li>▪ Creativity;</li> <li>▪ Client orientation;</li> <li>▪ Commitment to continuous learning;</li> <li>▪ Technological awareness;</li> <li>▪ Previous experience in the United Nations or an international organization would be an asset.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>▪ Fluency in English;</li> <li>▪ Good working knowledge of one of other official languages of the Organization (French, Spanish or Russian) is an asset.</li> </ul>
<b>Computer Skills</b>	Computer literacy in Microsoft Office software and Windows 7.
<b>Other Skills and Competencies</b>	<ul style="list-style-type: none"> <li>▪ Integrity;</li> <li>▪ Communication skills</li> <li>▪ Demonstrated ability to work independently within assigned areas, showing initiative and judgment;</li> <li>▪ Demonstrated ability to work under pressure and on tight deadlines</li> <li>▪ Knowledge of structures and procedures of international organizations is desirable</li> <li>▪ Professionalism;</li> <li>▪ Respect for diversity.</li> </ul>

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**Remuneration** The initial base salary is EUR 41,823 per annum.

**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.

**The type of recruitment is local.**

**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.