



VACANCY NOTICE

Post Title:	Programme Director	Duty Station:	Madrid, Spain
Grade of the Post:	P.5	Date of Entry into Duty:	1 November 2017
Vacancy Reference:	UNWTO/HHRR/VAC/30/RPME/2017	Duration of Appointment:	Two years
Programme:	Regional Programme for the Middle East	Deadline for Applications:	19 July 2017

DUTIES AND RESPONSIBILITIES

The Regional Programme for the Middle East is responsible for the coordination, follow-up and reporting of the activities undertaken in the Middle East region. Through continuous relations with each and every Full, Associate and Affiliate Member in the Middle East 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 Executive Director, Member Relations, the incumbent performs the following duties:

1. Mobilize the development of regional approaches to strategic issues of common interest by:
 - Actualizing the Organization's general programme of work at the regional, national and local levels;
 - Fostering partnerships among shareholders and stakeholders in tourism development and promotion;
 - Stimulating and promoting close and efficient public-private sector partnerships in tourism development and promotion; and
 - Developing awareness of benefits of UNWTO affiliation to potential members.
2. Ensure that developing countries within the region fully benefit from the transfer of technology resulting from the Organization's activities by:
 - Enhancing the identification and assessment of tourism development opportunities, providing policy advice and practical guidance to governments and other stakeholders;
 - Promoting a three-way information flow among the Member States and the Affiliate Members, UNWTO Technical Cooperation and Services programme and the other Programmes of the Organization;
 - Responding to requests for short and long-term technical missions from Member States and coordinating follow up with relevant Programmes in UNWTO;
 - Improving the capacity of tourism administrations to plan and manage the tourism sector at national, regional and local levels; and
 - Conducting resource mobilization activities with potential donor countries for UNWTO interregional and intraregional related projects.
3. Devise innovative sustainable tourism development policies, strategies and projects that contribute to the reduction of poverty in developing countries, in accordance with the United Nations Sustainable Development Goals (SDGs);
4. Effectively represent the Organization and its Secretary-General in the most senior level contacts with national authorities, media, private sector representatives, universities on general tourism policy issues and trends as well as on specific areas of the programme of work to highlight UNWTO achievements and potential areas of collaboration;
5. Assess the needs of the Region and effectively represent those needs with the Secretary-General, the Executive Directors, Programme Directors and Programme Coordinators, keeping them informed of relevant issues as well as programme environmental/political considerations within the region to support targeted interventions;

6. Serve as Secretary of the Regional Commission meetings, developing the agenda and working documents; assisting the Chairman in drafting the decisions; coordinating and implementing follow-up to the Commission's meetings;
7. Organize regional seminars and workshops, by developing the programme, identifying the speakers, liaising with host country on its arrangements; revises and edits materials of the workshops for their publication.
8. Perform other duties as required.

REQUIREMENTS

Academic	Advanced university degree (Master's degree or equivalent) in international relations, political science, economics, business administration 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.
Experience and Basic Competencies	<ul style="list-style-type: none"> ▪ A minimum of ten 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	<ul style="list-style-type: none"> ▪ Fluency in English and Arabic is essential; ▪ Fluency in French would be a strong asset; ▪ Good working knowledge of one of other official languages of the Organization (Spanish or Russian) is an asset.
Computer Skills	<ul style="list-style-type: none"> ▪ Computer literacy in Microsoft Office software and Windows 7.
Other Skills and Competencies	<ul style="list-style-type: none"> ▪ Good level of technical knowledge of tourism development and management; ▪ Integrity; ▪ Professionalism; ▪ Respect for diversity; ▪ Leadership; ▪ Vision; ▪ Empowering others; ▪ Building trust; ▪ Managing performance; ▪ Judgment/decision making; ▪ Previous experience in the United Nations or an international organization would be an asset.

Remuneration	The total annual salary of USD 111,323 consists of a net annual salary of USD 84,721 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 26,602. 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 June 2017 rate of 31.4%.
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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
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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.