



VACANCY NOTICE

Post Title:	Senior Programme Assistant (Reclassified Post)	Duty Station:	Madrid, Spain
Grade of the Post:	G.6	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/27/TECO/2017	Duration of Appointment:	Two years
Programme:	Technical Cooperation	Deadline for Applications:	24 July 2017

DUTIES AND RESPONSIBILITIES

The Technical Cooperation Programme is responsible for the identification, implementation and review of field projects, including those realized in collaboration with the International ST-EP Organization. It works in close cooperation with all Programmes of the Secretariat according to the nature of projects and to maximize opportunities to secure funding for Member States' needs. The Programme also assists Members in advancing sustainability and quality in their tourism development and in promoting local socio-economic development through tourism.

Under the supervision of the Executive Director for Technical Cooperation and Services and the day-to-day supervision of the Programme Manager, Technical Cooperation, the incumbent performs the following duties:

1. Independently provides a full range of programme and project assistance activities at all phases and cycles;
2. Assists in the research, compilation, analysis, summaries and presentation of information on a wide range of programme or project activities and implementation, including drafting of progress reports on project portfolios and preparing inputs for UNWTO newsletters; highlights noteworthy issues;
3. Provides assistance in reviewing, appraising, preparing and revising programme/project submissions, ensuring compliance with guidelines and objectives; identifies problems and seeks clarification from other UNWTO Programmes;
4. Provides administrative and logistical support in the coordination and organization of meetings and drafts a variety of written outputs; drafts and circulate agenda notes, assembles background documentation, monitors follow-up actions and other correspondence;
5. Prepares budget and forecasts based on submissions; prepares monitoring check-lists, identifies stages of programme/project development, funding sources and inputs by internal and external bodies and follows up as required;
6. Continuously monitors budgetary commitments, including certification and verification of charges for all financial transactions, prepares periodic budget and project revisions and ensures appropriate resource allocations in consultation with the supervisor;
7. Establishes internal databases, sets up files, stores and manages data and information relevant to the scope of programme/project activities;
8. Performs other duties as required.

REQUIREMENTS

Academic Completion of secondary education, preferably supplemented by technical or university courses in a field related to the assigned programme in the organization.

Experience and Basic Competencies	<ul style="list-style-type: none"> ▪ 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; ▪ 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; ▪ 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	<ul style="list-style-type: none"> ▪ Excellent written and oral communication skills; ▪ Ability to draft in a clear and concise manner; ▪ Strong analytical and problem-solving skills; ▪ Strong planning and organizational skills; ▪ Flexibility, ability to work at high speed, under stressful situations and to cope with multiple tasks simultaneously; ▪ Ability to work independently, to accept responsibility and take appropriate decisions; ▪ Tact, accuracy, discretion and respect for confidentiality; ▪ Integrity; ▪ Professionalism; ▪ Respect for diversity; ▪ Previous experience in the United Nations or an international organization would be an asset.

Remuneration	The initial base salary is EUR 41,823 per annum.
Other conditions	<p>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.</p> <p>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.</p> <p>The type of recruitment is local.</p>
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.