



CALL FOR EXPRESSION OF INTEREST

Title:	Affiliate Members Assistant	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/33/AFMS/2017	Start date:	As soon as possible
Programme:	Affiliate Members	Duration:	12 months
Contractual Status:	Service Contract	Deadline for Applications:	18 July 2017

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

UNWTO is currently looking for an **Administrative Assistant** for its **Affiliate Members Programme**. The Affiliate Members Programme serves as the major gateway for alliances and collaboration between the private and public sectors in tourism. Bringing together over 500 companies, educational and research institutions, destinations and NGOs, this interactive platform provides a space for members to engage in dialogues, share information and take further action. Its principal mission is to foster relationships among Affiliate members and Member States promoting the exchange of knowledge among experts. Most importantly, the Affiliate Members Programme works towards aligning private sector strategies with the UN Goals and offers to its Affiliate Members the opportunity to engage in tourism development.

Under the overall supervision of the Director, Affiliate Members, the Service Contract holder will perform the following duties:

1. Assist in the coordination of Programme activities, prepare related documents and research and analyze relevant issues;
2. In liaison with the UNWTO Communication and Publications Programme, support the communication strategy of Programme activities, with a special focus on strengthening and developing relationships; support the production of materials, coordination of press releases, preparation of related documents and speeches;
3. Contribute to the planning and coordination of meetings and events, draft and update documents such as agendas and minutes, assist in administrative logistical arrangements and provide on-site assistance;
4. Provide general administrative support; answer queries, manage office correspondence, mass mailings, filing and draft official communications;
5. Elaborate briefing notes, reports and presentations related to the activities of the Programme;
6. Support the content management of the Programme's website;
7. Explore new opportunities for sponsors and partnerships;
8. Provide direct administrative support to the Programme Director and other staff in the Programme;
9. Perform other duties as required.

QUALIFICATIONS AND REQUIREMENTS

Education	Completion of secondary education, preferably supplemented by university courses in a field related to the activities of the Programme.
Experience and basic competencies	<ul style="list-style-type: none">▪ Minimum of two years of professional experience in a field related to the activities of the Programme;

- Previous experience in the area of communications would be a strong asset.

Languages

- Fluency in English and/or Spanish, with an excellent command of the other;
- Fluency in French would be a strong asset;
- Good working knowledge of another of the official languages of the Organization (Arabic, or Russian) would be an asset.

Computer Skills

Computer literacy in Microsoft Office software and Windows 7.

Other Skills and Competencies

- Analytical, creative and organizational skills;
- Strong oral and written communications skills in the languages required, as indicated above;
- Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Demonstrated ability to work independently within assigned areas, showing initiative and judgment;
- Sense of responsibility and commitment;
- Demonstrated ability to work under pressure and on tight deadlines;
- Good level of technical knowledge of tourism development and management is desirable;
- Knowledge of structures and procedures of international organizations and of national administrations is desirable.

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.

Remuneration and Other conditions

The monthly remuneration of the selected candidate would be in the base range of **EUR 1,400 and EUR 1,600** depending on previous professional experience, skills and competencies. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization's procedures).

This type of recruitment is local.

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- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
 - 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;
 - **There is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.**