



CALL FOR EXPRESSION OF INTEREST

Title:	Intern	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/32/COMM/2017	Start date:	As soon as possible
Programme:	Communications and Publications	Duration:	6 months
Contractual Status:	Intern	Deadline for Applications:	19 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 **Intern** for its **Communications and Publications Programme**. The Communications and Publications Programme is responsible for defining the messaging and positioning of UNWTO, as well as coordinating and implementing all institutional communications of the Secretariat. It is also responsible for the production and dissemination of UNWTO publications, including the management of the UNWTO Elibrary, as well as for UNWTO's archives and Documentation Centre.

Under the overall supervision of the Programme Chief, Communications and Publications, and the day-to-day supervision of the Senior Programme Assistant (Acting), the Intern performs the following duties:

1. Assists in the revision and proving of quality of additional material of manuscripts, such as images, pictures, Excel files, etc.;
2. Archives finished art in accordance with UNWTO standards;
3. Adapts final print-ready files into electronic documents for the web and the UNWTO Elibrary;
4. Provides support to the UNWTO Archive and Documentation Centre;
5. Performs other duties as required.

QUALIFICATIONS AND REQUIREMENTS

Education	<ul style="list-style-type: none">▪ Students currently enrolled in a University degree programme in the field of publishing production or library studies; or▪ Recent graduates from a University degree programme in the field of publishing production or library studies.
Languages	<ul style="list-style-type: none">▪ Fluency in English and/or Spanish;▪ Good working knowledge of another of the official languages of the Organization (Arabic, French or Russian) would be an asset.
Computer skills	<ul style="list-style-type: none">▪ Computer literacy in Microsoft Office software and Windows 7, and/or Macintosh OS 10;▪ Knowledge of design and editing programmes, such as Adobe CC InDesign, Photoshop and Illustrator, Acrobat Pro, or similar, would be an asset;▪ Understanding of XML and HXML.
Other skills and competencies	<ul style="list-style-type: none">▪ Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;▪ Sense of responsibility and commitment;

- Keen interest and appreciation for the United Nations.

Application procedure

Interested applicants are requested to complete the [Online UNWTO Internship Application 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

A monthly stipend of **EUR 400** is provided. UNWTO does not provide any other financial support for Interns. Successful applicants are expected to make their own arrangements for lodging and living expenses during the internship period. In addition, applicants will be requested to provide the UNWTO Human Resources Programme with valid proof of medical insurance for the duration of the internship.

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