



## CALL FOR EXPRESSION OF INTEREST

<b>Title:</b>	Mail and Internal Distribution Assistant	<b>Duty Station:</b>	Madrid, Spain
<b>Reference:</b>	UNWTO/HHRR/CFE/03/GESE/2018	<b>Start date:</b>	As soon as possible
<b>Programme:</b>	General Services	<b>Duration:</b>	12 months
<b>Contractual Status:</b>	Service Contract	<b>Deadline for Applications:</b>	<b>13 February 2018</b>

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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 a **Mail and Internal Distribution Assistant** for its Mail and Internal Distribution Services, within the **General Services Programme**. The General Services Programme is responsible for the management and administration of UNWTO's services for building and office support, purchases and acquisitions, procurement, travel, mail and internal distribution, printing and security. The duties should be discharged in line with UNWTO and United Nations policies, in compliance with the Organization's rules and regulations and within available resources. The General Services Programme covers a large array of services, whose customers are mainly other UNWTO Programmes or its staff. It is expected in its discharge this be taken into account, the Programme Assistant acting as a facilitator to other programs for carrying out their mandates.

Under the overall supervision of the Programme Coordinator, General Services, and the day-to-day supervision of the Programme Assistant for Mail and Internal Distribution Services, the Service Contract holder will perform the following duties:

1. Collects, sorts and batches all incoming and outgoing official and private mail, courier consignments and faxes of the Organization giving due regard to time schedules and items marked "urgent" and effects delivery to the proper addressee;
  2. Assists in the preparation of mail-related budgets and in the verification of invoices; advises on costs or fastest method of despatch (courier, registered, express, normal mail, etc.) and completes paperwork for outgoing mail;
  3. Drives UNWTO official vehicles for the delivery and collection of mail, documents and other items; when required, provides transport of authorized officials;
  4. Deploys client PCs, printers, scanners, and other hardware; when needed, assists in performing office relocations and re-arrangements;
  5. Prepares conference rooms for meetings (i.e. podium set-up, light and equipment check, beverages and snacks, ensures that supplies are of adequate condition and distributed at tables, arranges chairs and tables, documents, papers and pencils, signs and nameplates, etc.) and ensures the smooth functioning of the meeting; sets up IT and/or audio-visual equipment;
  6. When required, carries out access control at the UNWTO facilities by screening the access of visitors, delegates and other personnel;
  7. Assists in the archiving of documents;
  8. Performs other duties as required.
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**QUALIFICATIONS AND REQUIREMENTS**

<b>Education</b>	<ul style="list-style-type: none"> <li>Completion of secondary education, preferably supplemented by training courses in a field related to mail and internal distribution services.</li> </ul>
<b>Experience and basic competencies</b>	<ul style="list-style-type: none"> <li>Minimum of one year of professional experience in a field related to the activities of the Programme, preferably in the area of mail room/archival work;</li> <li><b>Possession of a valid driver's license for category B vehicles;</b></li> <li>Knowledge of safe driving and capable of undertaking minor vehicle repairs;</li> <li>Available to drive after office hours and on week-ends;</li> <li>Comprehensive geographical knowledge;</li> <li>Tact, accuracy, discretion and the ability to work harmoniously in a multi-cultural environment;</li> <li>Sufficient physical fitness level;</li> <li>Some physical effort such as lifting of heavy or bulky objects, etc., is required;</li> <li>UN or previous work experience within an international organization would be an asset.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>Fluency in Spanish or English is essential, knowledge of the other language is an asset;</li> <li>Good working knowledge of another of the official languages of the Organization (Arabic, French or Russian) would be an asset.</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>Computer literacy in Microsoft Office software and Windows 7;</li> <li>Ability to use audio-visual equipment and franking machines/postage meters.</li> </ul>
<b>Other Skills and Competencies</b>	<ul style="list-style-type: none"> <li>Client orientation;</li> <li>Communication;</li> <li>Accountability;</li> <li>Planning and organizing;</li> <li>Teamwork;</li> <li>Technological awareness;</li> <li>Commitment to UNWTO.</li> </ul>

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**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 1,000 and EUR 1,200**, 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.**