



VACANCY NOTICE

Post Title:	Programme Director	Duty Station:	Madrid, Spain
Grade of the Post:	P.5	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/08/AFMS/2018	Duration of Appointment:	Two years
Programme:	Affiliate Members	Deadline for Applications:	7 June 2018

DUTIES AND RESPONSIBILITIES

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

The **Affiliate Members Programme** offers a wide range of opportunities in terms of public-private collaboration between UNWTO Member States and the private sector: (1) an international platform to interact with governments from all over the world, (2) a framework to connect interest groups, (3) and opportunity to join the UN efforts and (4) a space to generate innovative products.

Under the supervision of the Secretary-General, the incumbent performs the following duties:

1. Manages the outreach functions of the Affiliate Members Programme to reinforce the image of the Organization in the field of tourism and promote a better understanding of its services; advocates alliances and collaboration between the public and private sectors in tourism;
2. Sets the objectives of the Programme assessing and analyzing the status quo and develops strategies to attract and retain Affiliate Members of the public and private sector in tourism;
3. Evaluates, promotes, fosters partnerships and assesses individual necessities of Affiliate Members to enhance their values through exchanges of expertise, knowledge generation, knowledge dissemination and talent development; provides high level expertise on Programme issues, advancing the organizational mandate and influencing stakeholders;
4. Identifies and initiates contact with potential partners to explore funding opportunities, leads negotiations of funding agreements and project proposals; maintains effective working relationships with key stakeholders to ensure implementation support, monitoring and compliance issues, as required;
5. Provides policy and programme advice to the Secretary-General and formulates specific recommendations on issues pertaining to the area of responsibility; develops a strategic framework to promote the activities of the Programme;
6. Explores, promotes and fosters coordination between the Secretariat and its Affiliate Members for delivering action plans; coordinates, monitors and evaluates the overall progress of ongoing activities in order to ensure the effective delivery of services;
7. Performs other duties as required.

REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) business administration, management, international relations, tourism or a related field. A first-level university degree in combination with qualifying experience may be accepted *in lieu* 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 or administration, diplomacy, international relations, preferably in international organizations or institutions dealing with private/public cooperation issues; ▪ Experience in developing strategies, analyzing issues and implementing them in an international tourism context is highly desirable; ▪ Ability to plan, organize and apply analytical and problem-solving skills and to exercise sound judgement in applying policy analysis to complex issues; ▪ Excellent interpersonal skills; ability to establish and maintain effective and productive working relations in a multi-cultural environment with sensitivity and respect for diversity; ▪ Ability to identify key issues and carefully consider all available information and the potential impact of recommendations and proposed courses of action; ▪ Excellent communication skills and ability to prepare substantive proposals, policy papers and reports that are clear, concise and articulate for all audiences; ▪ Expert in public and private sector cooperation issues in the area of tourism; ▪ Problem solver with strong analytical abilities and capability to devise innovative solutions; ▪ Highly effective communicator and negotiator adept in representing and advancing the organizational agenda.
Languages	<ul style="list-style-type: none"> ▪ Fluency in English is essential; ▪ Good working knowledge of one of other official languages of the Organization (Arabic, French, Russian or Spanish) 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"> ▪ Promote tourism for the benefit of people and planet; ▪ Integrity; ▪ Professionalism; ▪ Respect for diversity; ▪ Judgment/decision making; ▪ Managing performance; ▪ Leadership; ▪ Vision; ▪ Building trust.
Remuneration	<p>The total annual salary of USD 116,424 consists of a net annual salary of USD 85,543 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 30,881. 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 May 2018 rate of 36.1%.</p>
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>
Application Procedure	<p>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.</p>

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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.