

Call for Expression of Interest

Post Title:	Ethics, Culture and Social Responsibility Specialist	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/40/ECSR/2018	Start Date:	As soon as possible
Department:	Ethics, Culture and Social Responsibility	Duration:	Twelve months
Contractual Status:	Service Contract	Deadline for Applications:	10 December 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.

UNWTO is currently looking for an **Ethics, Culture and Social Responsibility Specialist** for its **Ethics, Culture and Social Responsibility Department**. The department is tasked with the promotion of responsible, sustainable and universally accessible tourism. Guided by the provisions of the Global Code of Ethics for Tourism, the department focuses on ethics and social responsibility, accessible tourism for all, corporate social responsibility, gender equality and empowerment, and the promotion of human rights and non-discrimination within the tourism sector. The department also coordinates the activities of the World Committee on Tourism Ethics.

Under the supervision of the Head, Ethics, Culture and Social Responsibility, the incumbent performs the following duties:

1. Assists in the preparation and coordination of international events, conferences and technical seminars/workshops organized or co-organized by the department, particularly the 4th UNWTO/UNESCO World Conference on Tourism and Culture which is expected to be held in Kyoto, in the Autumn of 2019;
 2. Proofreads and edits studies and reports prepared by Experts, in particular the Creative Tourism Report and the Big Data and Cultural Tourism Report, to be issued in 2019;
 3. Prepares working documents, publications, minutes and reports of internal and external meetings, briefing points, and speeches related to the different areas of work of the department, with a particular focus on the reports on culture and intercultural dialogue, as well as on accessible tourism;
 4. Conducts research of relevant information, conferences, academic journals and studies related to the social dimensions of tourism;
 5. Prepares meetings with external partners of the department and contributes with content-related inputs to improve project proposals, their implementation and external communication;
 6. Extracts and analyzes relevant information on culture and social responsibility obtained from surveys and assists in drafting reports to institutional bodies;
 7. Regularly drafts and updates web contents of the department;
 8. Provides general administrative support to the department;
 9. Performs other duties, as required.
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REQUIREMENTS

- Academic**
- University degree in cultural heritage studies, social sciences, international relations or communications; a university degree in another discipline may be accepted *in lieu* if it is pertinent to the requirements of the post and in combination with relevant professional experience.
- Experience**
- Minimum of three years of progressively responsible professional experience in a field related to the activities of the department.
- Languages**
- Native level or equivalent in English (both written and Oral) is essential;
 - Fluency in Spanish would be a strong asset;
 - Good working knowledge of another of the official languages of the Organization (Arabic, French or Russian) is 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 communication skills in the languages required;
 - Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
 - Ability to work independently within the assigned areas, showing initiative and judgment;
 - Sense of responsibility and commitment;
 - Ability to work under pressure and meet tight deadlines;
 - Previous experience in the United Nations or another international organization would be an asset.

Remuneration and Other Conditions

The monthly remuneration of the selected candidate would be in the base range of **EUR 1,700 and EUR 2,000** 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).

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;
 - Short-listed candidates may be asked to take a competitive exam and/or interview 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.**