

Call for Expression of Interest

Post Title:	Ethics, Culture and Social Responsibility Specialist	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/15/ECSR/2019	Start Date:	As soon as possible
Department:	Ethics, Culture and Social Responsibility Department	Duration:	12 months
Contractual Status:	Service contract	Deadline for Applications:	23/04/2019

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 entrusted with the promotion of the Global Code of Ethics for Tourism, and the related activities in the sphere of Corporate Social Responsibility, Human Rights, Accessible Tourism for All, Gender Equality and Women & Youth Empowerment, and Children's Rights. The department further coordinates the activities of both the World Committee on Tourism Ethics and the World Tourism Network on Child Protection.

Under the overall supervision of the Head, Ethics, Culture and Social Responsibility, the incumbent is expected to serve as the focal point of the department for the different activities, especially those related to the World Committee on Tourism Ethics, the Global Code of Ethics for Tourism and the Framework Convention on Ethics in Tourism. The incumbent is expected to perform the following duties:

1. Supports the organization of meetings of the World Committee on Tourism Ethics and prepares relevant reports and work documents; assists in identifying ethical issues related to the priorities of work in the areas of technology and digital platforms in tourism, over-tourism and the impact on host communities, decent work and inclusive growth, and gender equality and socio-economic empowerment;
2. Carries out the planning of the activities related to the promotion of the Global Code of Ethics for Tourism;
3. Coordinates information with Member States and follows up on actions related to the Framework Convention on Ethics and Tourism, in close collaboration with the Legal Counsel;
4. Monitors and supports actions related to the Private Sector Commitment to the Global Code of Ethics for Tourism with UNWTO Regional Departments and Governments of Member States; assists potential signatories and guides them both in the signing and implementation duties; prepares relevant documentation, analyses and drafts implementation reports for consideration of the Ethics Committee;
5. Drafts technical documents, project proposals, publications, minutes and reports, briefing points and speeches related to the different activities of the department;
6. Prepares and participates in meetings with stakeholders, donors and partners of the department, especially in the field of Corporate Social Responsibility, decent work in tourism, culture, gender equality, youth empowerment and tourism and peace;

7. Assists in the overall planning and financial organization of the department by drafting reports, work forecasts, and other necessary information for in-house coordination purposes;
8. Conducts research of relevant information, conferences, academic journals and studies related to social dimensions of tourism;
9. Performs other duties as required.

REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) in the field of international relations, international law, political science or a related field;
 - An advanced 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 professional experience in technical work, preferably in the field of implementation of codes of conduct and international charters, management of development projects and technical committees and the organization of international events.
- Languages**
- Fluency in oral and written English and French is essential;
 - Good working knowledge of Spanish is an asset;
 - Good working knowledge of another of the official languages of the Organization (Arabic or Russian) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 7, particularly in preparing and managing Microsoft Excel files;
 - Knowledge of online surveys and organizational tools;
 - Familiarity in managing and maintaining databases;
 - Basic content management (CMS) skills.
- Other Skills and Competencies**
- Knowledge of policies, structures and procedures of international organizations and national administrations;
 - Knowledge of international treaties and conventions;
 - Analytical, creative and organizational skills;
 - Strong oral and written communication skills in the languages required;
 - Demonstrated ability to work independently within assigned areas, showing initiative and judgment;
 - Sense of responsibility and commitment;
 - Demonstrated ability to work under pressure and meet tight deadlines.

Remuneration and Other Conditions The monthly remuneration of the selected candidate would be **EUR 1,900**. 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.**