



Vacancy Notice

Post Title:	Director, Administration and Finance	Duty Station:	Madrid, Spain
Grade of the Post:	P.5	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/05/DAFN/2019	Duration of Appointment:	Two years
Department:	Office of the Director, Administration and Finance	Deadline for Applications:	03 April 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.

The **Director, Administration and Finance** contributes to the implementation of the Organization's mandate by providing the necessary managerial, administrative and logistical support to the work of the substantive areas through the supervision of the following departments: Budget and Finance, Human Resources, Information and Communication Technologies, Travel and General Services, in accordance with the administrative instructions and guidelines of the Organization.

Under the supervision of the Deputy Secretary-General, the incumbent is responsible for the provision of administrative, executive and advisory services to the Organization.

The incumbent is expected to carry out the following duties:

1. Provides policy advice on administrative matters and conceptual strategy to the Secretary-General, Deputy Secretary-General and other Senior Management officials, including the development and implementation of the overall strategic framework of the Organization, project budgeting, review of project documents, proposals, audits, monitoring and evaluation, special reviews of operational activities and related administrative policies and procedures;
2. Plans, organizes, implements and supervises the activities undertaken by the relevant departments under his/her responsibility, in the areas of human resources, budget and finance, information and communication technologies, general services and travel;
3. Ensures that substantive programme activities are carried out efficiently and expeditiously in line with set goals and objectives; continuously monitors the relevance and efficacy of existing administrative programmes and systems, proposing modifications or improvements;
4. Leads and implements projects, and represents the Organization at relevant committees, boards, coordination bodies and inter-agency meetings of the United Nations common system on matters related to administration and finance; coordinates and oversees the preparation of complex reports for presentation to external bodies and policy-making organs, as appropriate;
5. Responsible for the sound management of the Organization's financial and physical assets, establishing and maintaining appropriate records and preparing and submitting related reports;

prepares the Organization's budget, contributions scale and expenditure plans; receives, manages and disburses the Organization's funds; maintains the official accounts of the Organization, ensuring effective internal control of all financial operations and preparing periodic statements of budgetary status;

6. Provides advice, in consultation with Human Resources, on the sound application of the Organization's Staff Regulations and Rules and related administrative issuances;
7. Establishes and oversees the procurement policy of the Organization;
8. Ensures, in cooperation with the Host Country, the safety and security of the Organization's personnel and the Headquarters building; supervision of construction and maintenance works, and the allocation of office space;
9. Ensures the provision of guidance, performance evaluation, supervision and monitoring to all administrative support and other personnel in the areas of his/her responsibility;
10. Advises on administrative and financial aspects of agreements concluded between the Organization and other bodies, both governmental and non-governmental;
11. Performs other duties as required.

REQUIREMENTS

- | | |
|--|--|
| Academic | <ul style="list-style-type: none">▪ Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law, social sciences or a related field. A first-level university degree in combination with qualifying experience may be accepted <i>in lieu</i> 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 the area of administration of operational policies, finance, human resources, logistics or related, preferably of which at least seven within the United Nations common system;▪ Relevant experience with United Nations administrative/financial policies and practices would be a strong asset;▪ Proven experience coordinating multiple aspects of support functions;▪ Familiarity with tourism policy issues would be a strong asset;▪ Excellent communication skills, both oral and written;▪ Demonstrated ability to develop clear goals, consistent with agreed strategy;▪ Ability to identify priority activities and assignments and adjust priorities as required;▪ Demonstrated ability to work in a multilingual, multiethnic environment with sensitivity and respect for diversity. |
| Languages | <ul style="list-style-type: none">▪ Fluency in English is essential;▪ Fluency in Spanish is desirable;▪ Good working knowledge of one of other official languages of the Organization (Arabic, French or Russian) 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;▪ Judgment/decision making;▪ Managing performance; |
-

- Leadership;
- Vision;
- Building trust.

Remuneration The total annual salary of **USD 112,282** consists of a net annual salary of **USD 87,108** (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of **USD 25,174**. 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 March 2019 rate of 28.9%.

Other conditions 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.

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. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.

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.

-
- 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.