



## Vacancy Notice

|                           |                                |                                   |                     |
|---------------------------|--------------------------------|-----------------------------------|---------------------|
| <b>Post Title:</b>        | Director                       | <b>Duty Station:</b>              | Madrid, Spain       |
| <b>Grade of the Post:</b> | P.4                            | <b>Date of Entry into Duty:</b>   | As soon as possible |
| <b>Vacancy Reference:</b> | UNWTO/HHRR/VAC/19/RDEU/2019    | <b>Duration of Appointment:</b>   | Two years           |
| <b>Department:</b>        | Regional Department for Europe | <b>Deadline for Applications:</b> | <b>6 June 2019</b>  |

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### 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 Regional Department for Europe is responsible for the coordination, follow-up and reporting of the activities undertaken in the European region. Through continuous relations with each and every Full, Associate and Affiliate Member in the European region, the department ensures a geographically balanced repartition of UNWTO activities. The Department also establishes and maintains relations with non-member States and other stakeholders, in order to integrate them within the Organization.

Under the supervision of the Executive Director, the incumbent performs the following duties:

1. Coordinates the implementation of the UNWTO General Programme of Work in the European region, through the preparation, analysis and evaluation of technical documents and budgets; makes recommendation on new areas of research and activities based on the priorities of the region;
2. Participates in events (meetings, seminars, workshops, tourism trade fairs) in the European region and proposes agenda topics, identifies participants, prepares related documents and presentations; conducts training workshops and seminars on assigned topics/activities;
3. Drafts quantitative components of reports and presentations;
4. Supports public information activities of the department and provides routine technical information to the general public, stakeholders and partners; coordinates the promotion of the presence of the Organization in the European region;
5. Represents the Organization in senior level contacts with national authorities, media, private sector representatives, and universities on general tourism policy issues and trends as well as on specific areas of the programme of work to highlight UNWTO achievements and potential areas of collaboration;
6. Actively participates in networking and sharing information on the needs of the region and effectively keeps all stakeholders informed of relevant issues as well as programme environmental/political considerations within the region to support targeted interventions;
7. Serves as Secretary of the Regional Commission meetings, developing the agenda and working documents; assisting the Chairman in drafting the decisions; coordinating and implementing follow-up to the Commission's meetings;

8. Performs other duties as required.

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## REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) in business administration, management, economics, 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**
- A minimum of seven years of progressively responsible experience in project/programme management, tourism, administration or related area;
  - Client orientation;
  - Communication skills;
  - Accountability;
  - Planning and organizing;
  - Teamwork;
  - Creativity;
  - Technological awareness;
  - Commitment to continuous learning.
- Languages**
- Fluency in English is essential;
  - Good working knowledge of one of other official languages of the Organization (Arabic, French, Spanish or Russian) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 7.
- Other Skills and Competencies**
- Promote tourism for the benefit of people and planet;
  - Integrity;
  - Professionalism;
  - Respect for diversity;
  - Judgment/decision making;
  - Managing performance;
  - Leadership;
  - Vision;
  - Building trust.

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**Remuneration** The total annual salary of **USD 92,031** consists of a net annual salary of USD 72,637 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 19,394. 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 2019 rate of 26.7%.

**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.

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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.