

Call for Expression of Interest

Post Title:	Mail and Internal Distribution Clerk	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/02/OFSG/2019	Start Date:	As soon as possible
Department:	Office of the Secretary-General	Duration:	6 months
Contractual Status:	Service Contract	Deadline for Applications:	15 February 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 a **Mail and Internal Distribution Clerk** for the **Office of the Secretary-General**. The Office of the Secretary-General is responsible for the coordination of all departments of the Secretariat, as well as the supervision and authorization of all activities proposed by these departments.

Under the supervision of the Chief of Cabinet and the day-to-day guidance of the Assistant of the Office of the Secretary-General, the incumbent performs the following duties:

1. Collects, sorts and batches all incoming and outgoing official and private mail, courier consignments and faxes of the Organization giving due regard to time schedules and items marked "urgent" and effects delivery to the proper addressee;
2. Assists in the preparation of mail-related budgets and in the verification of invoices; advises on costs or fastest method of dispatch (courier, registered, express, normal mail, etc.) and completes paperwork for outgoing mail;
3. Drives UNWTO official vehicles for the delivery and collection of mail, documents and other items; when required, provides transport of authorized officials;
4. Deploys client PCs, printers, scanners, and other hardware; when needed, assists in performing office relocations and re-arrangements;
5. Prepares conference rooms for meetings (i.e. podium set-up, light and equipment check, beverages and snacks, ensures that supplies are of adequate condition and distributed at tables, arranges chairs and tables, documents, papers and pencils, signs and nameplates, etc.) and ensures the smooth functioning of the meeting; sets up IT and/or audio-visual equipment;
6. When required, carries out access control at the UNWTO facilities by screening the access of visitors, delegates and other personnel;
7. Assists in the archiving of documents;
8. Performs other duties as required.

REQUIREMENTS

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| Academic | ▪ Completion of secondary education, preferably supplemented by training courses in a field related to mail and internal distribution services. |
| Experience | ▪ Minimum of two years of professional experience in a field related to the |

activities of the department, preferably in the area of mail room/archival work;

- Languages**
- Fluency in Spanish or English is essential; knowledge of the other is an 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**
- Possession of a valid driver's license for category B vehicles;
 - Ability to use audio-visual equipment and franking machines/postage meters;
 - Knowledge of safe driving and capable of undertaking minor vehicle repairs;
 - Available to drive after office hours and on week-ends;
 - Comprehensive geographical knowledge;
 - Tact, accuracy, discretion and the ability to work harmoniously in a multi-cultural environment;
 - Sufficient physical fitness level;
 - Some physical effort such as lifting of heavy or bulky objects, etc., is required;
 - UN or previous work experience within an international organization would be an asset;
 - Client orientation;
 - Communication skills;
 - Accountability;
 - Planning and organizing skills;
 - Teamwork;
 - Technological awareness;
 - Commitment to UNWTO.

Remuneration and Other Conditions The monthly remuneration of the selected candidate would be in the base range of **EUR 1,100 and EUR 1,300** 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).

This type of recruitment is local.

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.**