



## Vacancy Notice

<b>Post Title:</b>	Partnerships Officer	<b>Duty Station:</b>	Geneva, Switzerland
<b>Grade of the Post:</b>	P.1	<b>Date of Entry into Duty:</b>	As soon as possible
<b>Vacancy Reference:</b>	UNWTO/HHRR/VAC/06/IRPD/2019	<b>Duration of Appointment:</b>	Nine months
<b>Department:</b>	Institutional Relations and Partnerships / UNWTO Liaison Office at Geneva	<b>Deadline for Applications:</b>	<b>26 March 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 **UNWTO Liaison Office at Geneva** is part of the **Institutional Relations and Partnerships Department**, and aims at providing policy advice to the Organization in the field of external relations, in order for UNWTO to support its Members and realize its mandate as part of the 2030 Agenda.

Under the supervision of the Chief, Institutional Relations and Partnerships / UNWTO Special Representative to the United Nations Office at Geneva, the incumbent performs the following duties:

1. Assists the UNWTO Liaison Office at Geneva in its outreach activities related to the United Nations System, Permanent Missions in Geneva and the UNWTO Headquarters in Madrid, and in particular contributes to maintaining and strengthening ongoing relationships;
2. Assists in identifying opportunities for strategic partnerships with United Nations entities;
3. Assists in preparing budgets, developing and managing extensive information and identifying and tracking funding opportunities with potential donors and with Governments;
4. Assists in enhancing the profile of UNWTO and its visibility among Geneva-based Government agencies, United Nations common system agencies and non-governmental Organizations; contributes to the regular engagement with relevant offices to foster understanding of the relevance of tourism for development and the mandate and work of UNWTO;
5. Contributes to joint activities related to resource mobilization efforts for UNWTO and the International Trade Center (ITC), taking place under its cooperation agreement, and liaise with the corresponding departments and stakeholders;
6. Assists in the provision of support for all activities, initiatives and projects undertaken by the Liaison Office;
7. Contributes to the preparation of various written outputs, e.g. draft background papers, statements and talking points, analytical notes, sections of reports and studies, inputs to publications, etc.;
8. Manages and updates relevant websites;
9. Provides support to consultative and other meetings, focal points and wider audiences, which includes proposing agenda topics, identifying and propose participants, preparing background

documents and presentations, handling logistics, etc.; provides general administrative support;

10. Performs other duties as required.

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## REQUIREMENTS

- Academic**
- A first-level university degree in business administration, management, international relations, social studies or a related field.
- Experience and Basic Competencies**
- A minimum of one year of professional experience in project/programme management, tourism, administration, or a related area would be desirable;
  - Knowledge of the United Nations and in particular of the mandates of the Geneva-based United Nations entities and related administrative and logistical set up would be a strong asset;
  - Good communication skills and ability to draft concisely and effectively;
  - Ability to identify priority activities and assignments;
  - Ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Ability to work under pressure and on tight deadlines;
  - Good level of technical knowledge of tourism development and management is desirable.
- Languages**
- Fluency in English is essential;
  - Good working knowledge of French and/or Spanish is a strong asset;
  - Good working knowledge of one of other official languages of the Organization (Arabic 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.

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**Remuneration** The total monthly salary of **USD 5,169** consists of a net monthly salary of USD 3,084 (net of taxes and before medical insurance and pension fund deductions) and a monthly post adjustment of USD 2,085. 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 67.6%.

**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 nine months – subject to a 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.