

Vacancy Notice

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| Post Title: | Director | 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/RDEU/2024 | Duration of Appointment: | Two years |
| Department: | Regional Department for Europe | Deadline for Applications: | 07 May 2024 (Deadline extended) |

DUTIES AND RESPONSIBILITIES

The **UN Tourism (World Tourism Organization)** 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 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, to integrate them within the Organization.

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

1. Develops a comprehensive strategy and vision to advance UN Tourism's mandate in Europe; this includes fostering regional approaches to strategic issues, executing the Organization's general Programme of Work, and cultivating partnerships among stakeholders in tourism development and promotion; stimulates public-private sector partnerships and raise awareness of the benefits of UN Tourism affiliation to potential members;
 2. Ensures effective technology transfer resulting from the Organization's activities by identifying and evaluating tourism development opportunities in Member States; provides policy advice, practical guidance to governments and stakeholders, and promotes information exchange among Member States, Affiliate Members and other relevant departments within the Organization;
 3. Represents the Organization at the highest level of engagement with national authorities, media, private sector entities, and academic institutions; discusses general tourism policy issues, trends and specific areas of the Programme of Work to highlight UN Tourism's achievements and fosters collaboration opportunities;
 4. Assesses the region's needs and advocates for them to the Secretary-General, Executive Directors and department supervisors; keeps internal stakeholders informed of relevant issues and environmental/political considerations within the region to facilitate targeted interventions;
 5. Acts as Secretary of Regional Commission meetings, including developing agendas and working documents, assisting the Chairman in drafting decisions, and coordinating follow-up activities subsequent to the Commission's meetings;
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6. Organizes regional seminars and workshops, overseeing the development of programs, identifying speakers, and liaising with the host countries to coordinate logistics; reviews and edits materials from seminars or workshops for publication purposes;
7. Performs other duties as required.

REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) in international relations, political science, economics, business administration 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 ten years of progressively responsible experience in project/programme management, tourism, administration or related area;
 - Client orientation;
 - 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, Chinese, French, Russian or Spanish) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 11.
- Other Skills and Competencies**
- Judgment/decision making;
 - Managing performance;
 - Leadership;
 - Vision;
 - Building trust;
 - Promote tourism for the benefit of people and planet;
 - Integrity;
 - Professionalism;
 - Respect for diversity.
- Remuneration**
- The total annual salary of **USD 124,537**, consists of a net annual salary of USD 92,731 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 31,806. 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 2024 rate of 34.3%.
- 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 UN Tourism will subsequently be offered.

Application Procedure

Interested applicants are requested to complete the [Online UN Tourism Personal History Form](#). Please note that UN Tourism 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 UN Tourism Member States. Women candidates and nationals from non-represented Member States in the UN Tourism 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.