



VACANCY NOTICE

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| Post Title: | Programme Coordinator | Duty Station: | Madrid |
| Grade of the Post: | P.3 | Date of Entry into Duty: | As soon as possible |
| Vacancy Reference: | UNWTO/HHRR/VAC/01/RPAF/2015 | Duration of Appointment: | 2 years |
| Programme: | Regional Programme for Africa | Deadline for Applications: | 18 April 2015 |

DUTIES AND RESPONSIBILITIES

The Regional Programme for Africa is responsible for the coordination, follow-up and reporting of the activities undertaken in Africa. Through continuous relations with each and every African Member State, as well as with the Affiliate Members in the region, the Programme ensures, a fair, yet strategic, geographically balanced repartition of UNWTO activities. It also establishes and maintains relations with non-Member States in order to integrate them within the Organization.

As the deputy regional representative for Africa, under the supervision of the Programme Director, Regional Programme for Africa, the incumbent performs the the following duties:

1. Collaborates in the implementation of the UNWTO General Programme of Work in the African region, through the preparation, analysis and evaluation of technical documents; makes recommendations on new areas of research and activities based on the priorities of the region;
2. Organises and participates in events (meetings, seminars, workshops, tourism trade fairs) in the African region;
3. Evaluates requests for technical assistance missions and refers these to the relevant Programme in the Organization, and, as appropriate, ensures the follow-up given to such a request, permanent contact with the representatives of the Member States and other regional bodies;
4. Supports the Programme Director in promoting the presence of the Organization and the Affiliate Member Programme in the African region;
5. Participates in the preparation of the programme of activities and budget for the region;
6. Drafts quantitative components of reports and presentations;
7. Supports the public information activities of the Programme by drafting press releases and news articles, as well as providing routine technical information to the general public, shareholders and partners;
8. Performs other related duties as required.

REQUIREMENTS

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| Academic | <ul style="list-style-type: none">▪ Advanced university degree (Master's degree or equivalent) in business administration, management, economics 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 five years of progressively responsible experience in project/programme management, tourism, administration or related area;▪ Communication skills;▪ Teamwork;▪ Planning and organizing;▪ Accountability;▪ Creativity;▪ Client orientation;▪ Commitment to continuous learning;▪ Technological awareness. |

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| Languages | <ul style="list-style-type: none"> ▪ Fluency in English is required and fluency in French is an asset; ▪ Good working knowledge of one of other official languages of the Organization (Arabic, Spanish 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"> ▪ Integrity; ▪ Professionalism; ▪ Respect for diversity. |
| Remuneration | The initial base salary is USD 56,766 per annum (single rate) and USD 60,813 per annum (dependent rate). Post adjustment is applicable in conformity with the United Nations procedure. |
| Other conditions | <p>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.</p> <p>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. This contract may then be renewed once, up to a maximum total of five years. At the end of this period, the Organization will discuss whether to grant or not an indeterminate appointment. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.</p> |
| Application Procedure | <p>Applicants are requested to complete the On-Line UNWTO Personal History Form. Only applicants who are <u>unable</u> to complete the On-Line UNWTO Personal History Form may download a PDF version of the same, available here, and submit it by e-mail to RPAF_01_2015@unwto.org, quoting the vacancy reference (UNWTO/HHRR/VAC/01/RPAF/2015).</p> |
| <ul style="list-style-type: none"> ▪ Candidates are kindly requested to avoid sending their application via multiple routes; ▪ Applications will not be acknowledged. 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. | |