



## Call for Expression of Interest

<b>Post Title:</b>	Technical Cooperation Associate	<b>Duty Station:</b>	Madrid, Spain
<b>Reference:</b>	UNWTO/HHRR/CFE/19/TECO/2018	<b>Start Date:</b>	As soon as possible
<b>Department:</b>	Technical Cooperation and Silk Road	<b>Duration:</b>	12 months
<b>Contractual Status:</b>	Service contract	<b>Deadline for Applications:</b>	<b>03 September 2018</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.

UNWTO is currently looking for a **Technical Cooperation Associate** for its **Technical Cooperation and Silk Road Department**. The Technical Cooperation Associate is responsible for providing direct technical assistance to Member States through the implementation of a variety of filed projects related to tourism development. The Department has a global mandate and works in close cooperation with all operational and regional UNWTO departments according to the nature of such projects. In terms of scope, Technical Cooperation projects range from tourism policy, strategic planning, product development and diversification, legislation and regulation, zoning and physical planning, human resource development, economic impact and investment, quality standards including hotel classification, statistical strengthening and tourism satellite accounting, amongst other issues.

Under the overall supervision of the Executive Director and the day-to-day supervision of the Manager, Technical Cooperation and Silk Road, the incumbent performs the following duties:

1. Assists in the drafting of technical documents for the design of technical assistance missions and projects, including terms reference, concept notes, project documents and proposals. This would principally include situation analyses, action plans, budgets, work plans and job descriptions. In addition, assists in the review and editing of project deliverables including final reports to be submitted to beneficiaries and donors;
2. Assists in the preparation of Agreements, MOUs, tender documents, financial documents, contracts, payment requests and other legal, administrative and financial documentation and processes related to the implementation of the department's activities;
3. Carries out desk research on tourism development issues for the preparation of briefing notes and working papers, as required for missions and projects;
4. Contributes to the coordination activities within Member States, donors and external consultants for the implementation of the department's missions and projects according to approved work plans;
5. Provides administrative support in relation to the missions of the supervisor, including ground logistics, travel requests and back-to-office reports;
6. Performs other duties, as required.

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### REQUIREMENTS

**Academic** Completion of secondary education, preferably supplemented by university courses in a field related to the activities of the Department.

**Experience and Basic Competencies** Minimum of two years of professional experience in a field related to the activities of the Department.

**Languages**

- Fluency in English is essential;
- Good working knowledge of another of the 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**

- Analytical, creative and organizational skills;
- Strong oral and written communication skills in the languages required, as indicated above;
- Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Demonstrated ability to work independently within assigned areas, showing initiative and judgment;
- Senses of responsibility and commitment;
- Demonstrated ability to work under pressure and on tight deadlines;
- Good level of technical knowledge of tourism development and management is desirable;
- Knowledge of structures and procedures of international organizations and of national administrations is desirable.

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**Remuneration and Other Conditions** The monthly remuneration of the selected candidate would be in the base range of **EUR 1,300 and EUR 1,500** 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.**