

Call for Expression of Interest

Post Title:	Junior Expert	Duty Station:	Geneva, Switzerland
Reference:	UNWTO/HHRR/CFE/04/IRPD/2019	Start Date:	15 March 2019
Department:	Institutional Relations and Partnerships (<i>UNWTO Liaison Office at Geneva</i>)	Duration:	Until 31 December 2019
Contractual Status:	Expert Contract	Deadline for Applications:	07 March 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 **Junior Expert** for its **Institutional Relations and Partnerships Department (*UNWTO Liaison Office at Geneva*)**. The UNWTO Liaison Office at Geneva is part of the Institutional Relations and Partnerships Department (IRPD) aiming at providing policy advice to the Secretariat in the field of external relations to support its UNWTO's Members and realize its mandate in the 2030 Agenda. As UNWTO is a UN specialised Agency, the work unfolds with a strong focus in forging strategic partnerships with UN and other institutions (IOs), including international finance institutions (IFIs) and other stakeholders; advocacy for tourism in the global agenda and mobilising resources.

The Geneva Liaison Office of the World Tourism Organization (UNWTO) is the key link to UN inter-agency coordination and participation; engagement and representation at the highest level of UN governing, subsidiary and coordinating bodies; and overall communication of ongoing and current events in and around the United Nations System in Geneva. The work undertaken by the Geneva Liaison Office complement and facilitate the implementation of UNWTO's general programme of work (GPoW) and any additional special programmes or activities carried out by the Organization.

Under the supervision of the Chief, Institutional Relations and Partnerships and Representative to the United Nations Office at Geneva the incumbent will perform duties mostly related to communication efforts and administrative support, which includes, but is not limited to, the following:

1. Support the good functioning and development of the Tourism for the Sustainable Development Goals (SDGs) platform (www.tourism4sdgs.org) in terms of content, uploading, and editing of submissions;
 2. Assist in all administrative issues related to the UNWTO Liaison Office activities in Geneva, in coordination with Headquarters, this includes coordination of Liaison Office activities and events in Geneva;
 3. Maintain and update the Geneva Liaison Office webpage in coordination with IRPD;
 4. Attend briefings and other events of the United Nations and other international organization, and prepare presentations, briefs, reports and other related documents;
 5. Perform other duties as required.
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REQUIREMENTS	
Academic	Completion of secondary school education, preferably supplemented by university courses in a field related to the activities of the department.
Experience	Minimum of two years of progressively responsible 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	- Good communication skills; - Good organizational skills; - Good drafting skills; - Respect for confidentiality and ability to work under strict deadlines; - Ability to work harmoniously in an international environment; - Previous experience in the United Nations or another international organization would be an asset.
Remuneration and Other Conditions	The monthly lump sum remuneration of the selected candidate would be EUR 2,200. The Expert contract holder shall be in possession of a major global medical insurance coverage to be paid by him/her. Furthermore, Experts remain solely responsible for the payment of any tax liability to any authority and may not seek subsequent reimbursement from the Organization.
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.
- 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.	