

Vacancy Notice

Post Title:	Chief	Duty Station:	Madrid, Spain
Grade of the Post:	P.4	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/35/HHRR/2019	Duration of Appointment:	Two years
Department:	Human Resources	Deadline for Applications:	20 November 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.

The **Human Resources Department** is responsible for the management of the Organization's human resources through the implementation of policies and best practices, the administration of benefits and entitlements, including social protection plans, and the coordination of performance evaluation systems and training.

Under the supervision of the Director, Administration and Finance, the incumbent performs the following duties:

1. Directs and manages all human resources activities, comprising recruitment, training and career development, staff administration, health and staff welfare, performance management, and relevant human resources projects and activities;
2. Initiates and implements human resources policies, structures and guidelines to respond to the Organization's mandate within the Staff Regulations and Rules and related Administrative Issuances, procedures and best practices;
3. Maintains an effective and constructive relationship with UNWTO's Staff Association(s);
4. Provides authoritative advice to Senior Management on the full range of human resources and related policies by identifying relevant developments and issues pertaining to human resources management; undertakes research, consults with human resources counterparts, prepares backgrounds, briefings and renders comprehensive advice and recommendations;
5. Manages the performance and development of personnel, providing motivation, participation and opportunities for personnel in order to continue the effective and timely delivery of services;
6. Oversees and manages vacancy announcements/calls for expressions of interest as well as selection procedures; serves as member of the Appointment and Promotion Board and monitors and evaluates recruitment activities;
7. Builds awareness and understanding of the Organization's human resource policies across the Organization through consultations and other relevant communication strategies; establishes and maintains regular contacts with the United Nations common-system and other international and intergovernmental organizations in order to keep abreast of developments in the relevant area;

8. Tracks, measures and analyzes relevant data and prepares executive reports on key human resource indicators, as required; manages budget and monitors appropriate expenses;
9. Advises and counsels personnel in respect of rights, responsibilities, code of conduct and issues associated with work and entitlements; provides advice and guidance on disciplinary cases and grievances;
10. Acts as the Secretary of the Staff Pension Committee;
11. Supervises and monitors the work of department personnel;
12. Performs other duties as required.

REQUIREMENTS

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| Academic | <ul style="list-style-type: none"> ▪ Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences 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 | <ul style="list-style-type: none"> ▪ A minimum of seven years of progressively responsible experience in human resources management, administration or a related area. |
| Languages | <ul style="list-style-type: none"> ▪ Fluency in English is essential; ▪ Good working knowledge of one of other official languages of the Organization (Arabic, French, 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"> ▪ Experience in human resource administration in the United Nations or another international organization is desirable; ▪ Knowledge of human resource policies, practices and procedures and ability to apply them in an organizational setting; ▪ Ability to identify issues, formulate opinions, make conclusions and recommendations; ▪ Integrity and professionalism; ▪ Ability to observe deadlines and achieve results; ▪ Tact, discretion and respect for confidentiality; ▪ Client orientation and ability to communicate clearly and effectively; ▪ Accountability; ▪ Planning and organizing; ▪ Ability to work harmoniously in a multicultural environment; ▪ Judgment/decision making skills and ability to manage performance; ▪ Previous experience in the United Nations or another international organization would be an asset. |

Remuneration	<p>The total annual salary of USD 90,869 consists of a net annual salary of USD 72,637 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 18,232. 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 October 2019 rate of 25.1%.</p>
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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.</p>
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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 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.

