

## Job description

### I. Identification

<b>Post Title:</b>	Programme Officer	<b>Duty Station:</b>	Madrid, Spain
<b>Grade:</b>	P.2	<b>Duty Station Status:</b>	Family
<b>Department:</b>	Regional Department for Asia and the Pacific	<b>Job Family:</b>	Management and Analysis
<b>Reports To:</b>	Director, Regional Department for Asia and the Pacific	<b>Position Status:</b>	Non-Rotational
<b>Duration of Assignment:</b>	One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by the respective department and partner country agreement		

### II. Job Purpose and Organizational Context

The **World Tourism Organization (UNWTO)** is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

As the leading international organization in the field of tourism, UNWTO promotes tourism as a driver of **economic growth, inclusive development** and **environmental sustainability** and offers leadership and support to the sector in advancing knowledge and tourism policies worldwide. UNWTO is comprised of approximately 100 staff members.

The UNWTO JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNWTO staff members and are actively involved in supporting the design and implementation of UNWTO's programmes.

#### Purpose

To promote the goals and objectives of the Organization and provide support and advice to UNWTO officials in their interaction with representatives of Member States and Non-Member States, international organizations, NGOs, and research institutions. To identify and analyze political information about States, major trends in international relations, and their impact on UNWTO and search and maintain networks with Member States, the UN, and other international organizations.

#### Partners

Internal contacts are normally maintained with counterparts in related functional areas and senior staff of the Organization. External contacts are most frequent with counterparts within national governments, non-governmental and intergovernmental organizations and institutions. Less frequently, contacts involve outside technical experts in related fields.

### III. Supervision

<b>Name of Supervisor:</b>	Hae-guk HWANG	<b>Title of Supervisor:</b>	Director, Regional Department for Asia and the Pacific
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#### Content and Methodology of Supervision

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key results;
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment;
- Easy access to the supervisor;
- Participation in Programme meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly performance evaluation report;
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties.

### IV. Duties, Responsibilities and Output Expectations

In this section list the primary responsibilities of the position. Tip: Focus on what the job entails, know how to do the job. (Present the main tasks specific to this assignment and output expectations during the first and second year of assignment. Include percentages for each duty.)

#### Duty No.1

<b>Task:</b>	<b>Management Support</b>	<b>Percentage</b>	<b>50%</b>
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- Collects, assembles, analyses, and provides background information on Member and non-Member States of UNWTO;
- Analyses political developments and trends at the national level of States and prepares options on the course of action to be taken in each specific case;
- Assists in the planning of consultative processes with UNWTO colleagues with external actors and partners, so as to develop and implement appropriate strategies, with clearly articulated objectives, timelines and outputs;
- Assists in the dialogue with donors and embassies and provides accurate information by organizing regular briefings, bilateral meetings and missions;
- Participates, when required, in inter-agency cooperation and communication strategies, initiatives and tools;
- Proposes events and initiatives (e.g. commercial, cultural, political, etc.) to promote the work of UNWTO and take action as appropriate.

#### Duty No.2

<b>Task:</b>	<b>External Communications</b>	<b>Percentage</b>	<b>30%</b>
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- Drafts speeches/statements and elaborates talking points for senior UNWTO officials, including correspondences and letters;
- Assists in organizing seminars, workshops, and briefings and prepares presentations to promote the goals and objectives of the Organization;
- Attends and follows meetings of annual conferences and other regular meetings, and prepares reports for distribution to Member States;
- In collaboration with the UNWTO Communications and Publications Programme, assists in the development of targeted communication strategies and media packages for situations and/or activities that require focused attention.

#### Duty No.3

**Task: Fundraising Activities****Percentage 20%**

- Actively participates in the continuous review of fundraising strategies with a specific focus on monitoring and analyzing: donor policies, new and alternative funding opportunities from relevant donor Governments, policies/strategies of other international organizations.

**V. Competencies and Selection Criteria**

In this section list **all** 5 core competencies as well as the most relevant technical/function competencies the role will require along with the appropriate level. Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role.

**Core****Innovation***Ability to make new and useful ideas work*

Level 2: Execute &amp; Learn (Perform defined tasks)

**Leadership***Ability to persuade others to follow*

Level 2: Execute &amp; Learn (Perform defined tasks)

**People Management***Ability to improve performance and satisfaction*

Level 3: Apply &amp; Adapt (Recognized contributor with demonstrated ability)

**Communication***Ability to listen, adapt, persuade and transform*

Level 3: Apply &amp; Adapt (Recognized contributor with demonstrated ability)

**Delivery***Ability to get things done*

Level 3: Apply &amp; Adapt (Recognized contributor with demonstrated ability)

**Technical/Functional****Knowledge Management***Knowledge and understanding of theories and concepts related to the programme area*

Level 3: Apply &amp; Adapt (Recognized contributor with demonstrated ability)

**Problem-Solving***Analytical and problem-solving skills, including the ability to identify and participate in resolution of issues/problems*

Level 3: Apply &amp; Adapt (Recognized contributor with demonstrated ability)

**Research***Familiarity with and experience in the use of various research methodologies and sources, including electronic sources and the internet, intranet and other databases*

Level 3: Apply &amp; Adapt (Recognized contributor with demonstrated ability)

**Judgment***Ability to apply good judgment in the context of the assignments given*

Level 3: Apply &amp; Adapt (Recognized contributor with demonstrated ability)

**Communication Skills***Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style*

Level 3: Apply &amp; Adapt (Recognized contributor with demonstrated ability)

**Interpersonal Skills**

*Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds*

Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)

**VI. Recruitment Qualifications**

**Education:** A first-level university degree in the field of business administration, development studies, economics, management, communications, international relations or a related field

**Experience:** A minimum of two years of progressively responsible experience in a field related to the department

**Language Requirements:**

- Fluency in English
- Working knowledge of Arabic, French, Spanish or Russian would be desirable

**Other desirable education, languages and work experience:**

- Computer literacy in Microsoft Office and Windows 7
- Previous experience in the United Nations or another international organization would be an asset

**VII. Training and Learning**

As part of the UNDP JPO programme overall framework, the JPO will benefit from technical training, IT training or other specific training on the programme which may be envisaged, subject to financial availability.

**VIII. Approval**

<b>Approved by:</b>	Hae-guk HWANG
<b>Title of Approving Official:</b>	Director, Regional Department for Asia and the Pacific
<b>Date of Issuance:</b>	19/1/2024