



Job description

I. Identification

Post Title:	Programme Officer (To be confirmed)
Department:	Regional Department for Asia and the Pacific
Duty Station:	Madrid, Spain
Duration of Assignment:	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, NGO's 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. Duties, Responsibilities and Output Expectations

In this section list the primary responsibilities of the position. Tip: Focus on what the job entails now 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.)

Duties

- 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.
- 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.
- 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.

IV. Recruitment Qualifications

Age:	Under 35 as of 01 February 2020
Education:	A Masters degree by the end of July 2020 in a field related to the work of an international organization
Experience:	A minimum of two years of work experience by the end of July 2020 in fields related to the work of international organizations (Part-time jobs, internships, etc. are not considered to be work experience.)
Language Requirements:	Written and spoken fluency in English
Other desirable education, languages and work experience:	Computer literacy in Microsoft Office and Windows 7 or more

V. 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.