



VACANCY NOTICE

Post Title:	Programme 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/06/EDPC/2016	Duration of Appointment:	Two years
Programme:	Office of the Executive Director for Programme and Coordination	Deadline for Applications:	6 October 2016

DUTIES AND RESPONSIBILITIES

The Executive Director for Programme and Coordination (EDPC), as member of Management, partially covers the functioning of the Senior Management Team, which is responsible for the overall technical and administrative work of the Secretariat. The Executive Director is entrusted with the global coordination of all programmes of the Secretariat, as well as the review and clearance of all activities proposed by these.

Under the supervision of the Executive Director, Programme and Coordination, the incumbent performs the following duties:

1. Develops, implements and evaluates assigned programmes/projects, monitors and analyzes programme/project development and implementation, including budgetary allocations; reviews relevant documents and reports, identifies issues and problems to be addressed and initiates corrective actions, liaises with relevant stakeholders and ensures follow-up actions;
2. Researches, analyses and presents information gathered from diverse sources;
3. Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies;
4. Establishes and maintains a set of sound policies, procedures, standards and tools which are consistent with the UNWTO policy and practice in order to ensure appropriate coordination, internal communication, management and control;
5. Organizes and prepares written outputs, drafts background papers, analysis, sections of reports and studies, inputs to publications, major/complex reports for management; ensures technical excellence of all documents and reports, including documentation for the Programme and Budget Committee, the Executive Council and the General Assembly;
6. Acts as secretary of the Programme and Budget Committee, organizing its meetings and prepares preparatory documents;
7. Responds to requests coursed through regional and operational Programmes;
8. Provides substantive backstopping to consultative and other meetings, conferences; proposes agenda topics, identifies participants;
9. Performs other duties, as required.

REQUIREMENTS

Academic Advanced university degree (Master's degree or equivalent) in business administration, management, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted *in lieu* of the advanced university degree.

Experience and Basic Competencies

- A minimum of seven years of progressively responsible experience in project/programme management, tourism, administration or related area, preferably in an international working environment;
- Communication skills;
- Teamwork;
- Planning and organizing;

- Accountability;
- Creativity;
- Client orientation;
- Commitment to continuous learning;
- Technological awareness.

Languages

- Fluency in English and Spanish is essential;
- Good working knowledge of one of the other official languages of the Organization (Arabic, French or Russian) is an asset.

Computer Skills

- Computer literacy in Microsoft Office software and Windows 7.

Other Skills and Competencies

- Integrity;
- Professionalism;
- Respect for diversity.
- Leadership;
- Vision;
- Empowering others;
- Building trust;
- Managing performance;
- Judgment/decision making.

Remuneration

The initial base salary is USD 69,032 per annum (single rate) and USD 74,130 per annum (dependent rate). Post adjustment is applicable in conformity with the United Nations procedure.

Other conditions

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. 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. This contract may then be renewed once, up to a maximum total of five years. At the end of this period, the Organization will discuss whether to grant or not an indeterminate appointment. 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.

- 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.