



Ref.: NV/747/HHRR/PV/44398/2017

## NOTE VERBALE

The Secretariat of the World Tourism Organization presents its compliments to the Members of the Organization and has the honour to inform them of the following vacant post within the UNWTO Secretariat:

**UNWTO/HHRR/VAC/36/OFSG/2017**  
**Senior Programme Officer (P.2)**  
**Office of the Secretary-General (Legal Counsel)**

The relevant vacancy announcement is attached.

The Member States of the Organization are invited to propose candidates for this post. Each candidature will be carefully studied and the final selection will be made primarily on the basis of candidates' competence and experience, with due regard to geographical distribution. Receipt of candidatures, however, constitutes no commitment on the part of the Organization.

The Secretariat of the World Tourism Organization avails itself of this opportunity to renew to the Members of the Organization the assurances of its highest consideration.

Madrid, le 24 novembre 2017

A handwritten signature is written over a circular official stamp of the UNWTO Secretariat.



## VACANCY NOTICE

<b>Post Title:</b>	Senior Programme Officer	<b>Duty Station:</b>	Madrid, Spain
<b>Grade of the Post:</b>	P.2	<b>Date of Entry into Duty:</b>	As soon as possible
<b>Vacancy Reference:</b>	UNWTO/HHRR/VAC/36/OFSG/2017	<b>Duration of Appointment:</b>	Two years
<b>Programme:</b>	Office of the Secretary-General (Legal Counsel)	<b>Deadline for Applications:</b>	23 December 2017

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### 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 **Office of the Secretary-General** is responsible for establishing the strategic vision of the Organization, in coordination with all Members and partners, and coordinating and supervising all Programmes of the Secretariat. It is also responsible for supervising the preparation, implementation and evaluation of the Programme of Work of the Organization. Within the Office of the Secretary-General, the **Legal Counsel** is responsible for advising on UNWTO's legal framework to avoid legal risks and protect the Organization from any potential liability, verify agreements, contracts and other legal documents, prepare legal opinions/advice for Management and Governing Bodies, provide legal security and clarity of UNWTO's legal framework and documents, provide advice in the development of UNWTO international standards and international conventions.

Under the supervision of the Legal Counsel, the incumbent performs the following duties:

1. Drafts, reviews and verifies agreements, contracts and correspondence on legal issues; participates in negotiations and provides interpretation of UNWTO rules, regulations and legal instruments;
  2. Represents the Legal Counsel in internal and inter-governmental meetings and committees, and provides advice on specific issues relating to the functions, structure and activities of UNWTO, including UNWTO's legal framework, privileges and immunities, Host Country Agreement and draft UNWTO Conventions; reviews credentials of representatives of Members States to the UNWTO or the UNWTO Organs;
  3. Assists in conducting analytical and legal research and in drafting legal opinions on a variety of subjects including host country policies, international policies, international treaties, agreements, institutional matters, privileges and immunities, legal issues submitted by other Programmes, commercial and service matters, and issues related to the applicable legal framework(s);
  4. Contributes to the drafting of documents prepared for submission to the policy-making organs, international standards, international conventions drafted by UNWTO as well as documents related to internal legislation, and other legal and policy-oriented reports; coordinates negotiations with Member States and other stakeholders;
  5. Assists in reviewing, negotiating and settling claims and disputes arising from agreements, contracts and other arrangements, including commercial claims and disputes involving the Organization and assists in drafting legal opinions and legal proceedings for procedures governing the internal justice system and other relevant aspects of human resources management, including disciplinary matters, legal status, rights and obligations of staff;
  6. Prepares speeches and other inputs for presentations by Management and assists in the preparation of correspondence of the Secretary-General;
  7. Performs other duties, as required.
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## REQUIREMENTS

<b>Academic</b>	<ul style="list-style-type: none"><li>▪ A first-level university degree in the field of law, preferably with an emphasis in International Law or Administrative Law.</li></ul>
<b>Experience and Basic Competencies</b>	<ul style="list-style-type: none"><li>▪ A minimum of two years of progressively responsible experience in the field of law;</li><li>▪ Knowledge of the legal aspects of the United Nations system;</li><li>▪ Experience in dealing with complex international law issues and in negotiating and drafting complicated agreements;</li><li>▪ Excellent communication skills – both written and oral;</li><li>▪ Good negotiation skills;</li><li>▪ Strong analytical skills and ability to conduct legal research;</li><li>▪ Ability to plan and organize, and to work under pressure of time and urgent deadlines;</li><li>▪ Tact and discretion;</li><li>▪ Good sense of judgment;</li><li>▪ Commitment to continuous learning;</li><li>▪ Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds;</li><li>▪ Previous experience in the United Nations or another international organization would be an asset.</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>▪ Fluency in English or Spanish, with an excellent command of the other;</li><li>▪ Good working knowledge of one of other official languages of the Organization (Arabic, French or Russian) is an asset.</li></ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"><li>▪ Computer literacy in Microsoft Office software and Windows 7.</li></ul>
<b>Other Skills and Competencies</b>	<ul style="list-style-type: none"><li>▪ Promote tourism for the benefit of people and planet;</li><li>▪ Integrity;</li><li>▪ Professionalism;</li><li>▪ Respect for diversity.</li></ul>

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<b>Remuneration</b>	The total annual salary of <b>USD 61,123</b> consists of a net annual salary of USD 46,026 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 15,097. 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 November 2017 rate of 32.8%.
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<b>Other conditions</b>	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.
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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.

<b>Application Procedure</b>	Interested applicants are requested to complete the <u><a href="#">Online UNWTO Personal History Form</a></u> . 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.