

Vacancy Notice

Post Title:	Programme Officer	Duty Station:	Madrid, Spain
Grade of the Post:	P.2	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/03/COMM/2024	Duration of Appointment:	Two years
Department:	Communications	Deadline for Applications:	22 March 2024

DUTIES AND RESPONSIBILITIES

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

The **Communications Department** is responsible for positioning tourism as key contributor to economic growth, sustainable development, and the achievement of the Sustainable Development Goals (SDGs) and position UN Tourism as the leading reference in tourism.

Under the supervision of the Chief, Communications, the incumbent performs the following duties:

1. Supervises all multimedia projects and schedules effectively, ensuring clear communication of progress and accurate production schedules;
2. Reviews and supervises video and photography coverage at events, promptly turning around content for dissemination on the website and social media platforms;
3. Provides strategic and operational management and implementation of audiovisual projects to effectively communicate UN Tourism's messages and initiatives;
4. Reviews and supervises videos, including scripting and subtitling in various formats particularly short-form content for use as curtain raisers at events;
5. Supervises the production of a continuous stream of short-form videos tailored for social media platforms to engage and inform audiences;
6. Maintains all multimedia equipment, including devising strategies and budget recommendations for maintenance and upgrades to ensure optimal performance and quality output;
7. Develops innovative approaches in the audiovisual field, keeping abreast of the latest trends and technologies to enhance communication effectiveness;
8. Performs other duties as required.

REQUIREMENTS

- Academic**
- A first-level university degree in film, communications, journalism, visual communication, media studies, multimedia production, or in a field related to the activities of the department.
- Experience and Basic Competencies**
- A minimum of two years of progressively responsible experience in audiovisual production or a related area.
 - Strong oral and written communication and editing skills;
 - Strong understanding of production, graphic design and photography standards;
 - Ability to work harmoniously with people in an international environment;
 - International experience and/or previous experience in the UN Nations system or another international organization is an asset;
 - Client orientation;
 - Accountability;
 - Planning and organizing;
 - Teamwork;
 - Creativity;
 - Technological awareness;
 - Commitment to continuous learning.
- Languages**
- Fluency in English is essential;
 - Good working knowledge of one of other official languages of the Organization (Arabic, Chinese, French, Russian or Spanish) is an asset.
- Computer Skills**
- Excellent knowledge of editing software and tools (Adobe Premiere Pro, Adobe Rush, Adobe After Effects and Adobe Media Encoder);
 - Computer literacy in Microsoft Office software and Windows 11.
- Other Skills and Competencies**
- Promote tourism for the benefit of people and planet;
 - Integrity;
 - Professionalism;
 - Respect for diversity.

Remuneration The total annual salary of **USD 67,656**, consists of a net annual salary of USD 50,377 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 17,279. 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 February 2024 rate of 34.3%.

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. There is, however, no

guarantee either that the initial contract will be renewed or that a career appointment within UN Tourism will subsequently be offered.

**Application
Procedure**

Interested applicants are requested to complete the [Online UN Tourism Personal History Form](#). Please note that UN Tourism 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 UN Tourism Member States. Women candidates and nationals from non-represented Member States in the UN Tourism 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.