



Ref.: NV/12/HHRR/EV/44995/2019

## 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/01/STAT/2019**  
**Chief, Statistics (P.4)**  
**Statistics Department**

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, 18 January 2019



## Vacancy Notice

<b>Post Title:</b>	Chief, Statistics	<b>Duty Station:</b>	Madrid, Spain
<b>Grade:</b>	P.4	<b>Date of Entry into Duty:</b>	As soon as possible
<b>Vacancy Reference:</b>	UNWTO/HHRR/VAC/01/STAT/2019	<b>Duration of Appointment:</b>	Two years
<b>Department:</b>	Statistics	<b>Deadline for Applications:</b>	<b>15 February 2019</b>

---

### 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 United Nations recognizes the World Tourism Organization as the appropriate organization to collect, to analyse, to publish, to standardize and to improve the statistics of tourism and to promote the integration of these statistics within the sphere of the United Nations system.

The **Statistics Department** undertakes activities and develops products regarding the development of national Systems of Tourism Statistics (STS), the international comparability of tourism statistics and the macroeconomic analysis of tourism.

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

1. Initiates, coordinates and supports the preparation and dissemination of general compilations of socio-economic and tourism statistics and indicators, official tourism statistics publications and special compilations and databases for reports to intergovernmental bodies, as required;
2. Initiates and coordinates the development of appropriate methods for obtaining relevant data;
3. Ensures the quality of collected data for accuracy, consistency and comparability;
4. Plans and conducts analytical programmes of work in the relevant area of statistics; this may include: identifying projects, conducting analysis and participating in technical advisory activities for national capacity-building;
5. Supervises and contributes to the development of relevant databases, web publishing tools and other software for collection, storage and distribution of statistical data;
6. Contributes to the recognition and expansion of the role of UNWTO and the importance in international statistical fora, in particular through the participation in the United Nations Statistical Committee;
7. Undertakes methodological research with regard to standards on concepts, definitions and classifications to assist Member States and other stakeholders in strengthening their statistical development;
8. Develops new or improved statistical methods on quantitative models for analyses and projections;
9. Provides guidance and advice to other departments, Experts, etc. in the planning, operation and evaluation of statistical programmes and projects;
10. Plans and coordinates seminars, workshops, expert meetings and related;

11. Plans, organizes and supervises the work of the department and its financial and human resources;
12. Performs other duties, as required.

---

## REQUIREMENTS

- Academic**
- Advanced university degree (Master’s degree or equivalent) in statistics, mathematics, economics, sociology 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 the collection, compilation, analysis and dissemination of statistical data, preferably in the area of tourism;
  - Experience in statistical database management;
  - Experience in editing statistical data for publication and dissemination is desirable;
  - Knowledge of statistical programmes to analyze and evaluate complex data;
  - Ability to formulate new strategies and technical approaches with respect to statistical development;
  - Previous experience in the United Nations or another international organization would be an asset;
  - Client orientation;
  - Communication skills;
  - Accountability;
  - Planning and organizing;
  - Teamwork;
  - Creativity;
  - Technological awareness;
  - Commitment to continuous learning.
- Languages**
- Fluency in English is essential;
  - Good working knowledge of another of the official languages of the Organization (Arabic, French, Spanish or Russian) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 7.
- Other Skills and Competencies**
- Promote tourism for the benefit of people and planet;
  - Integrity;
  - Professionalism;
  - Respect for diversity;
  - Judgment/decision making;
  - Managing performance;
  - Leadership;
  - Vision;
  - Building trust.

---

**Remuneration** The total annual salary of **USD 92,830** consists of a net annual salary of USD 72,637 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 20,193. 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 January 2019 rate of 27.8%.

**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 not to make any appointment to this vacancy or to make an appointment at

a lower grade.

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 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 and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.