



EMBASSY OF THE REPUBLIC OF NAMIBIA

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17 October 2019

Amb. Selma Ashipala-Musavyi
Executive Director
Ministry of International Relations and Cooperation
Private Bag 13347
Windhoek

Dear Amb. Ashipala-Musavyi,

URGENT NOTIFICATION OF VACANCY AT THE WORLD TOURISM ORGANIZATION (UNWTO)

1. I have the honour to attach a Note Verbale dated 10 October 2019, received from the UNWTO Secretariat, informing of a vacant **Director P.5 position**, with Ref UNWTO/HHRR/VAC/34/IDT/2019. The position will be on a two years contract in Madrid, Spain.
2. More information related to the job duties/ responsibilities and requirements is attached. Interested applicants are encouraged to complete the **mandatory Online UNWTO Personal History Form**. Other means of application will not be considered.
3. The deadline for applications is on **09 November 2019**.
4. It would be appreciated if the Ministry would share this information with all relevant OMAS as consideration will also be given on the basis of country representation within the Organization.

Yours sincerely,

Albertus AOCHAMUB
Ambassador



Cc: **Public Service Commission;**
Ministry of Environment and Tourism;
Ministry of Higher Education, Training and Innovation;
Ministry of Finance;
Ministry of Information and Communication Technology;

All official correspondence must be addressed to the Head of Mission



Ref.: NV/413/HHRR/EV/45349/2019

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/34/IDT/2019
Director, P.5
Innovation, Investments and Digital Transformation

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, 10 October 2019





Vacancy Notice

Post Title:	Director	Duty Station:	Madrid, Spain
Grade of the Post:	P.5	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/34/IDT/2019	Duration of Appointment:	Two years
Department:	Innovation, Investments and Digital Transformation	Deadline for Applications:	09 November 2019

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 **Innovation, Investments and Digital Transformation Department** is responsible for developing and leading the innovation and digital transformation strategy that allows UNWTO to boost the innovation ecosystem in the tourism industry worldwide.

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

1. Establishes the overall vision and strategy for the department that enhances UNWTO's ability to meet its mandate and identified priorities, by developing and executing different activities that aims to position UNWTO as the first tourism innovation agency with a global scale that allows the connection of all the tourism ecosystem members worldwide;
2. Defines/updates the Programme of Work for the department that clearly establishes key results, activities, outcomes, success indicators for each policy initiative;
3. Oversees the different international activities in terms of fostering the international innovation ecosystem focused on tourism and to give added value to the Governments and Countries that work actively with UNWTO;
4. Manages and develops long-term relationships and strategic alliances between UNWTO and startups, investors, corporations, Governments, institutions and the academia in order to strengthen the entrepreneurial and innovation ecosystem at an international level, seeking for new business opportunities with all actors;
5. Implements partnership strategies for Sustainable Development; hosts, promotes and encourages regional, national and local cooperation on innovation and digital transformation;
6. Provides policy and programme advice to the Secretary-General and formulates specific recommendations on issues pertaining to the area of responsibility; provides advice in order to develop new innovative projects that bring added value in promoting UNWTO to the key Partners and Members in terms of innovation and digital transformation;

World Tourism Organization (UNWTO) - A Specialized Agency of the United Nations

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

REQUIREMENTS

- Academic**
- Advanced university degree (Master's degree or equivalent) in business management, economics, finance, investment management 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 ten years of progressively responsible experience in the management and/or supervision of investments, or a related area;
 - Demonstrated competence in and adherence to the standards of conduct of the profession and in the application of best practices;
 - Conceptual and analytical skills;
 - Demonstrated conscientiousness and efficiency in meeting commitments, observing deadlines and achieving results;
 - Ability to direct, review and guide the work of others, particularly in terms of substantive quality.
- Languages**
- Fluency in English is essential;
 - Fluency in Spanish is a strong asset;
 - Good working knowledge of one of 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**
- Ability to develop clear goals that are consistent with agreed strategies;
 - Ability to identify priority activities and assignment, adjusting priorities as required;
 - Ability to allocate appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning;
 - Excellent communication skills and ability to correctly interpret messages from others and respond appropriately;
 - Integrity and a strong sense of professionalism;
 - Ability to work harmoniously in a multi-cultural environment;
 - Good judgment and decision-making skills;
 - Ability to manage performance;
 - Strong leadership skills and ability to translate vision into results;
 - Previous experience in the United Nations or another international organization is an asset.

Remuneration The total annual salary of **USD 108,972** consists of a net annual salary of USD 87,108 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 21,864. 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 September 2019 rate of 25.1%.

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 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.

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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.

