

## JOB DESCRIPTION

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1. **International Organization:** World Tourism Organization (UNWTO)
2. **Department:** Regional Department for Asia and the Pacific
3. **Job Grade:** P4
4. **Position:** Senior Officer
5. **Duties and Responsibilities**

Regional Department for Asia and the Pacific is responsible for the coordination, follow-up and reporting of the activities undertaken in Asia and the Pacific. Through continuous relations with each and every Asia and the Pacific Member State, as well as with the Affiliate Members in the region, the Department ensures a fair yet strategic, geographically balanced repartition of UNWTO activities. It also establishes and maintains relations with non-Member States in order to integrate them within the Organization.

The Senior Officer, under the supervision of the Department Director, Regional Department for Asia and the Pacific, performs the following duties:

- 1) Collaborates in the implementation of the UNWTO General Programme of Work in the Asia and the Pacific region, through the preparation, analysis and evaluation of technical documents and makes recommendations on new areas of research and activities based on the priorities of the region;
- 2) Supports the Department Director in the preparation of the programme activities in the region;
- 3) Supports the tourism agenda and its activities in the region through the UNWTO/ROK Asia Activity Fund and actively participates in outreach activities;
- 4) Provides substantive backstopping to hold events (meetings, seminars, workshops, tourism trade fairs) in Asia and proposes relevant information;
- 5) Initiates and coordinates the research projects related to tourism agenda, trends and issues in Asia and the Pacific region;
- 6) Supports the tourism events to be held in Korea (KOTFA, etc.);
- 7) Publishes tourism reports and collects tourism related information;
- 8) Performs other related duties as required.

## 6. 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

- At least seven years of progressively responsible experience in public administration with a minimum of one year experience in the field of tourism;
- Communication skills;
- Computer literacy in Microsoft Office software and Windows 7;
- Planning and organizing;
- Accountability;
- Client orientation;
- Ability to work harmoniously in a multicultural environment;
- Teamwork.

### Languages

- Fluent written and verbal communication skills in English;
- Good knowledge of another of the official languages of the Organization (Arabic, French, Spanish or Russian) is an asset.

