



Call for Expression of Interest (Re-advertisement)

(Applicants who have already applied for this post do not need to re-apply)

Post Title:	Senior Administrative Services Specialist	Duty Station:	Riyadh, Kingdom of Saudi Arabia
Reference:	UNWTO/HHRR/CFE/19/ROME/2024	Start Date:	As soon as possible
Area/Type:	III / 5A	Duration:	12 months
Department:	Regional Office for the Middle East	Deadline for Applications:	02 December 2024
Contractual Status:	Service Contract		

DUTIES AND RESPONSIBILITIES

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

The **Regional Office for the Middle East** supports and implements activities in the region in line with UN Tourism's Programme of Work. It is also responsible for the coordination, follow-up and reporting of the activities undertaken in the Middle East through continuous relations with Member States, as well as with the Affiliate Members in the region, ensuring a fair, yet strategic, geographically balanced repartition of UN Tourism activities.

Under the operational supervision of the Director, Regional Office for the Middle East and the functional supervision of the Director, Administration and Finance, the incumbent will also receive specific instructions from relevant departments at UN Tourism Headquarters (e.g. Office of the Secretary-General, Human Resources, General Services, etc.) on their respective areas of responsibilities and in coordination with the Director, Regional Office for the Middle East. In this capacity, the incumbent performs the following duties:

General responsibilities

1. Advises and supports the Director of the Regional Office for the Middle East on all administration, human resources, protocol and general services matters;
2. Ensures compliance with UN Tourism policies, rules, regulations and procedures, as well as with provisions of the Host Country Agreement;
3. Maintains proper inventory, filing and recording systems;
4. Ensures that the assets of the organization are safeguarded at all times, ensures supervision and insurance of premises, equipment, furniture and vehicles and its maintenance;
5. Prepares reports and drafts responses to correspondences required from the Regional Office on administrative/policy documents;

Human Resources Management

6. Advises the Director of the Regional Office for the Middle East on personnel-related matters;
7. Provides advice to personnel on their rights and duties, related administrative steps and procedures, and assists in matters involving personnel management issues;
8. Administers day-to-day human resources issues within the Regional Office and ensures appropriate and timely follow-up with the relevant departments at Headquarters;

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9. Liaises with the Human Resources Department on all issues related to local UN harmonization and alignment of human resources management, seeking clearance on those which may affect UN Tourism's current rules and procedures;

Protocol

10. Assists in the management of visas, residence permits, driving licenses, car licenses and local taxation procedures for members of personnel; provides protocol assistance to official delegations in close cooperation with the corresponding authorities and the Office of the Secretary-General at the UN Tourism Headquarters; assists in monitoring the relevant day-to-day administrative operations of the Regional Office;
11. Provides of a full range of protocol services to support UN Tourism personnel in the exercise of their official functions, including ceremonial functions, official meetings, official travel, etc.;
12. Performs other duties as required.

REQUIREMENTS

Academic Advanced university degree (Master's degree or equivalent) in business, public administration, human resources management or a field related to the activities of the office; an advanced university degree in another discipline may be accepted in lieu if it is pertinent to the requirements of the post and in combination with relevant professional experience.

Experience Minimum of five years of professional experience in a field related to the activities of the department.

Languages

- Fluency in both English and Arabic is essential;
- Good working knowledge of another of the official languages of the Organization (Chinese, French, Spanish or Russian) is an asset.

Computer Skills

- Computer literacy in Microsoft Office software and Windows 11.

Other Skills and Competencies

- Familiarity with diplomatic practices and international protocols;
- Experience in handling complex organizational issues at the international level;
- Hands-on experience with UN administrative/financial politics and practices;
- Ability to perform a wide range of varied, inter-related administrative services;
- Ability to extract, interpret and analyze data and resolve operational problems;
- Ability to work under minimum supervision;
- Good judgment, discretion and respect for confidentiality;
- Good communication skills (spoken and written);
- Excellent planning and organizational skills;
- Ability to work harmoniously with people in an international environment;
- Previous experience in the United Nations or another international organization would be a strong asset.

Remuneration and Other Conditions The monthly remuneration of the selected candidate would be **SAR 23,000 – SAR 30,000**. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization's procedures). The Organization will contribute 13% of the aforementioned monthly remuneration to the individual's pension scheme.

**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.

- **As per UN Tourism’s policy on contractual mechanisms, the maximum length of service for Service Contracts shall be limited to three years, extendable on an exceptional basis up to a total of four years;**
- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
- 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;
- **There is no guarantee either that the initial contract will be renewed or that a career appointment within UN Tourism will subsequently be offered. Any extension beyond the advertised duration is subject to the availability of funds and necessities of service.**