

Call for Interest for Trainees

REGIONAL PROGRAMME FOR EUROPE, UNWTO

TERMS OF REFERENCE



The World Tourism Organization (UNWTO) is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism. As the leading international organization in the field of tourism, UNWTO promotes tourism as a driver of economic growth, inclusive development and environmental sustainability and offers leadership and support to the sector in advancing knowledge and tourism policies worldwide.

The Regional Programme for Europe maximize participation of, and benefits for, the 42 European UNWTO Member States. Creates a strategy and a subsequent programme of work based on the state of the art in Tourism Policy and Tourism Governance. Prepare and implement programmes concerning the creation of value such as innovation in technology areas, human resource development and leadership, capacity building for public officials, product development.

Responsibilities: Under the overall supervision of Programme Director for Europe, the intern will:

- Assist in the maintenance and development of the UNWTO /RPEU website;
- Assist in the compilation of information on the tourism and travel industry policy developments in the Member States at the European level;
- Help in keeping updated the country profiles of the 42 European Member States;
- Provide support in the organization of meetings organized by the Regional Representation;
- Assist in the proof-reading of reports, preparation of presentation and speeches for conferences and workshops;
- Help in the preparations of background information on official visitors to UNWTO Headquarters;
- Carry out other related activities.

The candidates should meet the following requirements:

- a) **Education:** Under-graduate or post-graduate studies in the field of tourism, social sciences, or international relations or related training and work experience;
- b) **Language:** Very good command of both written and oral English; experience in drafting documents, research papers, articles and correspondence in English is an asset; Knowledge of another UN official language is an asset in particularly Spanish.
- c) **Communication:** Speaks and writes clearly and effectively, demonstrates openness in sharing information and keeping people informed; ability to translate technical into succinct language for public information Web materials; excellent writing and editing skills in the relevant language.
- d) **Teamwork** - Works collaboratively with colleagues to achieve organizational goals; willing to learn from others; ability to work in international environment and adapt quickly to different working cultures.

The preferred period of internship would be for 5 or 6 months, starting from February 2018