Innovation, Investment and Digital Transformation Department

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.

Harnessing innovation and digital advances provides tourism with opportunities to improve inclusiveness, local community empowerment and efficient resource management, amongst other objectives within the wider sustainable development agenda. With the aim of realizing UNWTO new priorities of “Innovation & digital transformation” and “Investment & entrepreneurship”, the Strategy on Innovation, Investment and Digital Transformation has been developed.

Under the overall supervision of the Senior Expert on Innovation and Digital Transformation, the internship holder is expected to perform the following tasks:

• Support in administrative procedures within the Innovation and Digital Transformation department;
• Support in the organization of UNWTO Tourism Tech Adventure Activities in order to connect and enhance the tourism entrepreneurship ecosystem;
• Support in research in innovation and digital transformation, maintaining department abreast in new information, reporting on new technologies;
• Support in follow-up of work plans with strategic partners in innovation and digital transformation;
• Draft correspondence, mailings and minutes related to the activities of the department;
• Contribute inputs and update webpage & database of the department;
• Conduct Web search of relevant information, conferences, academic journals and studies related to the activities of the department; and
• Perform other duties as required.
The candidates should meet the following requirements:

• **Education:** Under-graduate or post-graduate studies in the field of social sciences, business administration, hospitality and tourism management, international relations or related training and work experience;

• **Languages:** Fluent of both written and oral English; experience in drafting documents, research papers, articles and correspondence in English; Knowledge of other UN official languages is an asset, particularly Spanish.

• **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.

• **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.