



## VACANCY NOTICE

### VACANCY ANNOUNCEMENT N° UNWTO/PERS/VAC/01/STAT/2012

**POST TITLE** Programme Director,  
Statistics and Tourism Satellite Account (TSA) Programme

**ORGANIZATIONAL PROGRAMME** Statistics and the Tourism Satellite Account (TSA)

**POST LEVEL** P.5

#### INDICATIVE MINIMUM GROSS

**ANNUAL REMUNERATION** Depending on qualifications carries an initial net base salary of US\$80,629.00 per annum (single) and US\$82,079.00 per annum (with dependant) plus post adjustment. Post adjustment on initial salary step is now US\$37,089.00 per annum (single) and US\$37,756.00 per annum (with dependant). Post adjustment is subject to change because of cost of living fluctuation. Appointments are normally at step 1 of the grade.

The Secretary-General reserves the right to appoint a candidate at a level lower than the advertised level of the post.

**DUTY STATION** Madrid (Spain)

**ENTRY ON DUTY** Immediate

**DURATION OF APPOINTMENT** If, following consideration of applications, the Secretary-General proceeds to fill this vacancy, a fixed-term appointment for a period of two years will be offered. In accordance with UNWTO Staff Regulations and Rules, there is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.

#### ORGANIZATIONAL SETTING

The overall mission of the UNWTO Statistics and Tourism Satellite Account (TSA) Programme focuses on five main objectives:

- development of national Systems of Tourism Statistics (STS) following *the International Recommendations for Tourism Statistics 2008* (IRTS 2008);
- design of the required guidance, initiatives and tools for their implementation;
- advancement of international comparability of tourism statistics;
- dissemination of the TSA conceptual background for tourism economic analysis and promotion of the UNWTO TSA in line with the *Tourism Satellite Account: Recommended Methodological Framework 2008* (TSA: RMF 2008); and

- support to Member States in their efforts to advance the measurement and economic analysis of the tourism sector.

These objectives are imbedded in the UNWTO Secretariat's biannual Programme of Work.

The Statistics and TSA Programme is supported in its Programme of Work by two key organs:

- The Committee on Statistics and TSA, a subsidiary advisory body of the UNWTO Executive Council that acts in matters such as:

- proposing initiatives related to the design and implementation of tourism statistics according to the international recommendations;
- promoting international comparability of tourism statistics by proposing initiatives relative to the collection, homogeneity, processing and dissemination of data;
- providing member countries with the tools to improve their respective national Systems of Tourism Statistics (STS) including, if appropriate, the development of the Tourism Satellite Account (TSA);
- liaising with other international organizations to provide leadership and coordination on related international statistics and their standards within the sphere of the UN system.

- The Technical Advisory Board (TAB), a cooperative network of countries that provides the Statistics and TSA Programme with strategic and planning guidance in order to reach a stronger institutionalization of the IRTS 2008 and the TSA: RMF 2008, which are the result of the international community's work over the past years under UNWTO's coordination.

## **DUTIES AND RESPONSIBILITIES**

Under the overall authority of the Secretary General and the direct supervision of the Executive Director for Competitiveness, External Relations and Partnerships, the Director of the Statistics and TSA Programme will be responsible for the following:

1. Direct the planning, initiation and execution of the Statistics and TSA Programme, comprising the collection, compilation, analysis, dissemination and international standardization of data. This involves providing both technical and managerial supervision of all activities, including but not restricted to:
  - design of the (bi-)annual programme of work,
  - plan, organize and manage staff, discussing individual work programmes and evaluating performance,
  - ensure that all outputs, services and results maintain high quality standards and comply with the relevant standards, recommendations and mandates,
  - fulfil its role in the UNWTO Committee on Statistics and TSA and the TAB,
  - coordinate data dissemination activities (this includes supervision of the website) and UNWTO's basic statistical databases and publications, and
  - prepare, analyse and evaluate technical documents, speeches, articles or technical appraisals, as appropriate.

2. Supervise and undertake research and methodological studies with regard to standards on the concepts, definitions and classification of statistics to improve international comparability, and the creation, extension and further development of world-wide standards for the collection of data, while keeping relevant the 2008 United Nations international recommendations regarding tourism statistics (2008 IRTS and TSA: RMF 2008). Initiate, prepare, review and/or evaluate reports on the above.
3. Provide guidance and advice throughout the organizations, governments (through National Tourism Administrations), etc., on the statistical aspects of initiatives and projects and the evaluation and analysis of data, as required. This involves notably but is not restricted to: Systems of Tourism Statistics, statistical infrastructures and capabilities, the organization of tourism statistical services, and the process towards the development of the TSA.
4. Advise UNWTO Management on trends and developments in the relevant field, and recommend appropriate courses of action.
5. Organize and represent the Organization at international and regional technical meetings, conferences, and seminars and in UN inter-agency activities.
6. Undertake any additional activities as deemed appropriate by Management for accomplishing the mission of the programme and that of the Organization.

## QUALIFICATIONS

The successful candidate will be a senior statistician with a hands-on management track record who unites the following qualifications:

1. Academic: Advanced university degree (Master's degree and above) in a relevant scientific discipline (statistics, mathematics, economics; or in other directly related area with training in basic and applied statistics or similar quantitative studies).
2. Experience: minimum of 10 years of progressively responsible relevant experience, preferably including 5 years at the international level, in:
  - the planning, directing and designing of a programme or initiatives to compile, process and disseminate statistical data,
  - developing and advising on statistical methodology and analysis, and
  - the use of computers for the processing of statistical information and supervising the development and maintenance of statistical databases.
  - Positively regarded will be:
    - experience in the coordination of statistical work at the international level
    - experience in tourism statistics
    - experience in National Accounts
    - complementary background/experience in empirical economic analysis

3. Language skills: Fluency (at proficiency level) in oral and written English. Working knowledge of French, Spanish or any of the other official languages of the Organization will be an asset.
4. IT skills: User-level knowledge of computer software such as Microsoft Word, Excel, PowerPoint, Access and other relevant (statistical) programmes.
5. Other competencies:
  - Demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity.
  - Excellent drafting and communication skills.
  - Excellent interpersonal skills.
  - Demonstrated experience to supervise teams and operate in an independent manner.
  - Familiarity with the United Nations Common System and other intergovernmental organizations would be an asset.

**GENERAL REQUIREMENTS:** Applicants may be required to take a written examination.

**DEADLINE FOR SUBMISSION OF APPLICATIONS** 16 April 2012

Interested candidates are requested to send to the following e-mail address [vacancies@unwto.org](mailto:vacancies@unwto.org) a **letter of motivation**, addressed to the Secretary-General, World Tourism Organization, Capitán Haya 42, 28020 Madrid (Spain) **AND** a **completed UNWTO Personal History** form, available on the UNWTO website ([www.unwto.org](http://www.unwto.org)), **quoting the vacancy reference UNWTO/PERS/VAC/01/STAT/2012.**

- Candidates are kindly requested to avoid sending their application via multiple routes.
- Applications will not be acknowledged. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.
- 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 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.