

**REGIONAL DEPARTMENT FOR EUROPE**

**TERMS OF REFERENCE**

The Regional Department for Europe is responsible for the coordination, follow-up and reporting of the activities undertaken in Europe. Through continuous relations with each and every European Member States, as well as with the Affiliate Members in the region, the programme 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.

**Under the overall supervision of the Regional Director, the incumbent is expected to perform the following tasks:**

* Assist in the preparation of the forthcoming official missions of the Department,
* Assist with the organization of various UNWTO events
* Assist in monitoring the tourism and travel industry policy developments in the Member States in general and in the European Union especially;
* Conduct research and prepare analysis of issues relevant to RDEU, in activities particularly in the area of tourism for development and tourism and the Sustainable Development Goals (SDGs);
* Assist in finalizing reports, prepare presentations, speeches for conferences and workshops;
* Assistance in preparing background information and briefings on European Member States on the occasion of official visits to UNWTO HQs;
* Help in keeping updated the country profiles and speaking points of the Member States of the region;
* Provide relevant support to the organization of meetings organized by the Regional Department;
* Attend/follow (online) meetings when required and prepare minutes, monitor follow-up activities;
* Carry out other duties as requested.

**The candidates should meet the following requirements:**

a) **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.

b) **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.

c) **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.