

Vacancy Notice

Post Title:	Director, Investments and Public-Private Collaboration	Duty Station:	Rio de Janeiro, Brazil
Grade of the Post:	P.5	Date of Entry into Duty:	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/09/ROAM/2025	Duration of Appointment:	Two years
Department:	Regional Office for the Americas	Deadline for Applications:	20 April 2025

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 Americas** 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 Americas through continuous relations with Member States, as well as with the Affiliate Members in the region, ensuring a fair, yet strategically and geographically balanced repartition of UN Tourism activities.

Under the operational supervision of the Director, Regional Office for the Americas, and the functional supervision of the Director *ad interim*, Innovation, Education and Investments Department (IEID) and the Director, Affiliate Members and Public-Private Collaboration Department (AM-PPC), the incumbent performs the following duties:

Investments:

1. Directs the strategy to attract and support the facilitation of tourism investments in the Americas, ensuring its alignment with the priorities of the Member States, the private sector, and the overall objectives of UN Tourism, in accordance with the work plan and institutional guidelines;
2. Supervises the identification and promotion of investment opportunities in tourism, coordinating analyses and strategies that allow Member States to attract investment, highlighting the competitive advantages and growth potential of the region, as well as developing work plans with strategic allies;
3. Supervises technical assistance to governments, ensuring that Member States receive support in accessing information on the economic, regulatory, and fiscal environment of the region, facilitating decision-making for the implementation of projects aligned with sustainable development;
4. Supervises the development of tourism investment intelligence, ensuring the implementation of tools and data platforms that facilitate the connection between governments and investors, strengthening decision-making through reliable information and market studies;
5. Coordinates capacity building and institutional strengthening, overseeing the implementation of training programmes for national and regional officials in investment promotions and

attractions;

6. Engages closely with international financial institutions operating in the region, fostering partnerships to identify potential tourism projects and mobilize funding, aligning financial mechanisms with sustainable investment strategies, and ensuring that Member States have access to financial instruments that support the sector's growth and resilience;

Private-Public Collaboration:

7. Manages the outreach functions to reinforce the image of the Organization in the field of tourism and promotes a better understanding of its services; promotes initiatives and projects aiming at strengthening the collaboration between the public and private tourism stakeholders in the region;
8. Supports, in close coordination with the Director of AM-PPC, the implementation of the projects and activities included in the AM-PPC's Programme of Work for the region of the Americas; define proposals and contribute to the implementation of activities targeting at achieving an increased engagement of the Affiliate Members from the region within the overall agenda of the Organization;
9. Promotes and fosters collaboration schemes and assesses individual needs of the Affiliate Members in the region to enhance their satisfaction with the value of the Affiliate Membership, through visibility, networking, collaboration, engagement in the Organization's agenda of events and business opportunities, as well as through engagement in exchange of information, knowledge generation and talent development activities and projects;
10. Leads the promotion of the Affiliate Membership in the region, through activities, campaigns and demarches in line with the current AM-PPC's Expansion Strategy and procedures; carries out research, compiles and presents background information/data;
11. Organizes, compiles and processes information received from the Affiliate Members from the region and other tourism stakeholders and shares it with the Organization as inputs for the AM-PPC's databases and supporting documents;
12. Identifies and initiates contact with potential partners in the region to explore funding opportunities, leads negotiations of funding agreements and project proposals; maintains effective working relationships with key stakeholders to ensure implementation support, monitoring and compliance issues, as required;
13. Contributes to constantly improve the interaction and coordination between the UN Tourism Secretariat and its Affiliate Members, as well as the Organization's efforts to deliver services to its Affiliate Members in the region; monitors the overall progress of ongoing activities in order to ensure the effective delivery of services and achievement of the established objectives;

General responsibilities:

14. Manages participation in its own and external events, ensuring the representation of UN Tourism in international forums, conferences and working groups in the area of work, strengthening the positioning of the organization and interaction with key actors in the sector;
15. Supervises team management and leadership development, ensuring efficient human resources management, promoting the team's professional growth and fostering a collaborative work environment aligned with UN Tourism's values;
16. Ensures compliance with procedures, institutional standards, and quality of work, ensuring that office operations are conducted in accordance with established regulations, promoting

transparency, operational efficiency, and credibility in all communications and materials produced by the department;

17. Performs other related duties as required.

REQUIREMENTS

- Academic**
- Advanced university degree (master's degree or equivalent) in economics (preferred), tourism, business administration, development, or a related field. A first-level university degree combined with qualified experience may be accepted in lieu of the advanced degree.
- Experience and Basic Competencies**
- A minimum of ten years of progressive experience in programme management, international relations, development assistance, tourism, or administration, preferably in multilateral organizations, UN agencies, investment promotion agencies, or similar entities, with knowledge of their dynamics and cooperation with Member States;
 - Comprehensive knowledge of programme management and the tourism investment ecosystem, including investment attraction and facilitation strategies;
 - Coordination and leadership capacity in programme implementation and team management, ensuring alignment with institutional and regional priorities;
 - Ability to perform strategic analysis and planning, with the ability to assess trends, manage multiple actors, and articulate solutions in complex environments;
 - Problem-solving and decision-making skills, applying technical criteria to address challenges in tourism investment and development;
 - Experience in research and strategic reporting, ensuring quality analysis for governments and investors;
 - Experience in leadership positions in matrix organizations;
 - Ability to establish and manage relationships with governments, investors and strategic partners, promoting public-private cooperation.
- Languages**
- Fluency in English, Spanish and Portuguese is essential;
 - Good working knowledge of one of the other official languages of the Organization (Arabic, Chinese, French, or Russian) is an asset.
- Computer Skills**
- Advanced user of Microsoft Office (Excel, Word, PowerPoint, Outlook) and Windows 11, database management, analysis of information and trends, interpretation of regulations and investment, preparation of reports and presentations, impact monitoring, budget management and practical knowledge in tourism financing.
- Other Skills and Competencies**
- Excellent communication skills (oral and written), ensuring clarity and accuracy in institutional interactions;
 - Efficient management of priorities and compliance with institutional standards, ensuring transparency and quality in processes;
 - Teamwork and collaborative leadership, driving efficiency and results-oriented approach;
 - Technological skills and adaptation to analysis and project management tools;
 - Commitment to continuous learning and updating in investment and tourism trends;
 - Integrity;

- Professionalism;
- Respect for diversity;
- Capacity to manage various projects simultaneously and deliver on deadlines;
- Previous experience in the United Nations or another international organization is an asset.

Remuneration The total annual salary of **USD 129,971**, consists of a net annual salary of USD 101,540 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 28,431. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN common system for salaries and allowances. The figure quoted for the post adjustment, is based on the March 2025 rate of 28%.

Other conditions The initial grade and step on appointment will be determined by the Secretary-General on the basis of qualifications and in the light of previous similar appointments and could be at a grade different from that shown above. Appointments are normally at step 1 of the grade. The Secretary-General reserves the right to appoint a candidate at a lower level than the advertised level of the post.

If, following consideration of applications, the Secretary-General proceeds to fill this vacancy, a fixed-term appointment for a period of two years – subject to a four-month probationary period – will be offered. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UN Tourism will subsequently be offered.

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.

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- Please note that this is an extra-budgetary post, and the initial appointment will be for the duration of two years, with possible extension, subject to availability of extra-budgetary funding;
 - Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
 - In filling vacancies, due regard will be paid towards maintaining a staff selected on a wide and equitable geographical basis. Candidates of all nationalities are welcome to apply; under similar circumstances, preference will be given to nationals of UN Tourism Member States. Women candidates and nationals from non-represented Member States in the UN Tourism 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. These candidates will be contacted directly for this purpose.