

Vacancy Notice

Post Title:	Director	Duty Station:	Rio de Janeiro, Brazil
Grade of the Post:	D.1	Date of Entry into Duty:	01 January 2026
Vacancy Reference:	UNWTO/HHRR/VAC/21/ROAM/2025	Duration of Appointment:	Two years
Department:	Regional Office for the Americas	Deadline for Applications:	01 October 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 supervision of the Secretary-General and/or the Executive Director, the incumbent performs the following duties:

1. Strategic Management of the Regional Office:

- Develop and execute regional strategies aligned with UN Tourism's organizational goals.
- Identify opportunities for enhancing regional program strategies and advise senior management on these developments.

2. Management and Supervision of Operations:

- Oversee the daily operations of the Regional Office, including administrative, personnel, procurement, and financial management.
- Ensure compliance with UN Tourism rules and regulations, maintaining accountability in all procedures.
- Authorize financial transactions and ensure proper reporting and auditing.

3. Team Leadership and Performance Enhancement:

- Clearly define roles and responsibilities for assigned staff and specialists.
- Foster a collaborative environment, supporting staff development through training, career development, and performance management.
- Address performance issues constructively, ensuring a high level of professional competence across the office.

4. Knowledge Management and Capacity Building:

- Lead regional knowledge management efforts, ensuring regular assessments and updates of strategic and implementation plans.
- Promote knowledge-sharing initiatives and the dissemination of best practices.

5. Partnerships and Resource Mobilization:

- Build and maintain strategic partnerships to advance regional goals.
- Oversee resource mobilization strategies and ensure effective fundraising efforts to support UN Tourism's regional activities.

6. Networking and Information Activities:

- Represent the organization at regional conferences, fora, and meetings.
- Lead communication activities in the region, ensuring coordination with UN Tourism Headquarters and other stakeholders.

7. Performs other duties as required.

REQUIREMENTS

Academic	▪ Advanced university degree (Master's degree or equivalent) in international relations, political science, economics, business administration or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
Experience and Basic Competencies	▪ A minimum of fifteen years of progressively responsible experience in tourism, project/programme management or related field as well as programme and project planning, analyses and control.
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	▪ Computer literacy in Microsoft Office software and Windows 11.
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; ▪ Judgment/decision-making; ▪ Managing performance; ▪ Leadership; ▪ Vision; ▪ Building trust; ▪ Promote tourism for the benefit of people and planet; ▪ 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 151,039**, consists of a net annual salary of USD 116,095 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 34,944. 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 September 2025 rate of 30.1%.

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.