



## Call for Expression of Interest

<b>Post Title:</b>	Administrative Services Associate	<b>Duty Station:</b>	Riyadh, Kingdom of Saudi Arabia
<b>Reference:</b>	UNWTO/HHRR/CFE/20/ROME/2025	<b>Start Date:</b>	As soon as possible
<b>Area/Type:</b>	III/3A	<b>Duration:</b>	12 months
<b>Operational Department:</b>	Regional Office for the Middle East	<b>Contractual status:</b>	Service contract
<b>Functional Department:</b>	Not applicable	<b>Deadline for Applications:</b>	<b>18 September 2025</b>

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### 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.

UN Tourism is currently looking for an **Administrative Services Associate** for its **Regional Office for the Middle East**. The **Regional Office** 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 Middle East through continuous relations with Member States, as well as with the Affiliate Members in the region, ensuring a fair, yet strategic, geographically balanced repartition of UN Tourism activities.

Under the supervision of the Director, Regional Office for the Middle East, the incumbent performs the following duties:

1. Provides general administrative support to ensure efficient office and departmental operations, including preparing and processing administrative requests (e.g., VAT claims, budget commitments, delivery notes and payment requests);
2. Facilitates communication with external service providers and monitors the timely processing of related invoices and payments;
3. Assists in the organization of online and in-person meetings and events, including logistical arrangements, documentation, and preparation of attendance records and reports;
4. Provides switchboard support by managing incoming calls and offering logistical and administrative assistance during events and official functions;
5. Provides assistance in the planning and implementation of internal and external events, as well as official visits, by providing comprehensive administrative and logistical support;
6. Manages internal mail and package distribution services within the Regional Office to ensure timely and secure delivery;
7. Provides direct administrative support to the Director of the Regional Office, ensuring discretion and professionalism;
8. Performs other duties as required.

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## REQUIREMENTS

- Academic**      ▪ University degree in a field related to the activities of the department; a university degree in another discipline may be accepted in lieu if it is pertinent to the requirements of the post and in combination with relevant professional experience.
- Experience**      ▪ At least three years of relevant work experience.
- Languages**      ▪ Fluency in English and Arabic is essential;  
▪ Good working knowledge of another of the official languages of the Organization (Arabic, French, Spanish or Russian) is an asset.
- Computer Skills**      ▪ Computer literacy in Microsoft Office software and Windows 11.
- Other Skills and Competencies**      ▪ Logical thinking, problem-solving, and task prioritization;  
▪ Strong communication with both technical and non-technical staff;  
▪ Ability to work independently and demonstrate initiative and judgment;  
▪ Organizational skills, flexibility, tact, and discretion;  
▪ Ability to work in a multicultural, international environment;  
▪ Experience with the UN or other international organizations is a strong asset.

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**Remuneration and Other Conditions**      The monthly remuneration of the selected candidate would be **SAR 14,000 – 17,000**. The Service Contract holder will be affiliated to the UN Tourism health insurance plan (co-shared scheme in conformity with the Organization’s procedures). The Organization will contribute 13% of the aforementioned monthly remuneration to the individual’s pension scheme.

**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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- **As per UN Tourism’s policy on contractual mechanisms, the maximum length of service for Service Contracts shall be limited to three years, extendable on an exceptional basis up to a total of four years;**
  - Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
  - Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;
  - **There is no guarantee either that the initial contract will be renewed or that a career appointment within UN Tourism will subsequently be offered. Any extension beyond the advertised duration is subject to the availability of funds and necessities of service.**