

Call for Expression of Interest (Re-advertisement)

(Applicants who have already applied for this post do not need to re-apply)

Post Title:	Senior Administrative Services Specialist	Duty station:	Rio de Janeiro, Brazil
Reference:	UNWTO/HHRR/CFE/05/ROAM/2026	Start Date:	
Area/Type:	III/5B	Duration:	12 months
Operational Department:	Regional Office for the Americas	Contractual Status	Service Contract
Functional Department:	Office of the Secretary-General	Deadline for application:	05 August 2026

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 strategic, geographically balanced repartition of UN Tourism activities.

Under the operational and functional supervision of the Director, Regional Office for the Americas and the functional supervision of the Chief of Protocol, Office of the Secretary-General, the incumbent performs the following duties:

General responsibilities

1. Supports the Director of the Regional Office for the Americas on administrative matters and assists in the internal coordination of activities under the Office of the Director by monitoring communications, preparing responses based on guidance received and ensuring appropriate follow-up;
2. Organizes and compiles information and assists in preparing speeches, reports, presentations and documentation for meetings or conferences; drafts and formats routine correspondence and other materials such as reports, briefing notes and draft memorandums of understanding or cooperation agreements under the guidance of the Director;
3. Assists in carrying out research and compiling background information and data related to the activities of the Office; reviews and processes information in accordance with instructions received and prepares summaries, comparisons and basic calculations when required;
4. Provides administrative support for meetings and events organized by the Regional Office, including scheduling, preparing agendas and background documents, taking notes or minutes when required, and following up on agreed actions;

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5. Assists in the coordination of official travel arrangements, including preparing travel documentation, liaising with relevant services and supporting logistical arrangements for missions and visits;
 6. Maintains and updates inventory, filing and record-keeping systems for the Regional Office and ensures proper organization of administrative and operational documentation;
 7. Provides general administrative and logistical support to the activities of the Regional Office, including maintaining contact lists, assisting with procurement-related documentation when required, and supporting coordination with Headquarters;

Protocol

8. Assists in the management of visas, residence permits, diplomatic identification cards, driving and vehicle licenses, taxation matters and related entitlements for personnel and their dependents; maintains protocol and administrative records, ensuring compliance with applicable regulations and timely renewals; and coordinates arrival, departure and separation formalities for international personnel;
 9. Coordinates with government ministries, diplomatic missions, immigration, customs, airports and other relevant authorities on protocol and administrative matters; drafts correspondence, note verbales and other official communications; and supports the day-to-day administrative operations of the Regional Office;
 10. Provides protocol support for UN Tourism personnel, official visitors and delegations, including official travel, meetings and ceremonial functions; assists in organizing high-level visits, conferences, receptions and diplomatic events in accordance with UN and host country protocol standards; and facilitates related logistical arrangements in coordination with the relevant authorities and the Office of the Secretary-General at the UN Tourism Headquarters;
 11. Performs other related duties as assigned.
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REQUIREMENTS

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| Academic | <ul style="list-style-type: none">▪ Advanced university degree (Master's degree or equivalent) in Business Administration, Public Administration, International Relations, Law, Tourism Management or a related field; an advanced 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 | <ul style="list-style-type: none">▪ Minimum of five years of progressively responsible professional experience in a field related to the activities of the advertised position. |
| Languages | <ul style="list-style-type: none">▪ Fluency in both English and Portuguese is essential;▪ Fluency in Spanish is an asset;▪ Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French, or Russian) is desirable. |
| Computer Skills | <ul style="list-style-type: none">▪ Computer literacy in Microsoft Office software and Windows 11;▪ Experience with Enterprise Resource Planning (ERP) systems is an asset. |

Other Skills and Competencies	▪ Excellent organizational skills, commitment, delivery on deadlines, eager to learn and improve; ▪ Strong analytical and organizational skills, with the ability to interpret data, solve problems, draw insights, and identify process improvements; ▪ Proactive approach to learning and problem-solving; ▪ Proven experience in organizing and managing high-level events, official missions and protocol services, preferably within an international organization, government institution or diplomatic environment; ▪ Demonstrated ability to work under pressure and on meeting tight deadlines; ▪ Ability to perform a wide variety of tasks and under pressure; ▪ Experience in liaising with government authorities, diplomatic missions and senior-level stakeholders is an asset; ▪ Prior experience within the United Nations system, government institutions, or international organizations of similar scope is desirable.
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Remuneration and Other Conditions	The monthly remuneration of the selected candidate would be in the base range of BRL 14,260 – BRL 20,461 , depending on previous professional experience, skills, and competencies. 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.
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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.**