

## Call for Expression of Interest

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|----------------------------|------------------------------------|-----------------------------------|-----------------------|
| <b>Title:</b>              | Communications Coordination Intern | <b>Duty Station:</b>              | Madrid, Spain         |
| <b>Reference:</b>          | UNWTO/HHRR/CFE/13/COMM/2026        | <b>Start date:</b>                | As soon as possible   |
| <b>Department:</b>         | Communications                     | <b>Duration:</b>                  | 6 months              |
| <b>Contractual Status:</b> | Intern                             | <b>Deadline for Applications:</b> | <b>28 August 2026</b> |

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 a **Communications Coordination Intern** for its **Communications Department**. The Communications Department is responsible for positioning tourism within the 2030 Agenda for Sustainable Development, increasing the Organization's digital footprint, and generating strategic media relations for UN Tourism.

Under the overall supervision of the Chief, Communications Department, the Intern will perform the following duties:

1. Supports the coordination of communication requests across departments, assisting in planning, prioritizing workflows, and monitoring deadlines to facilitate the timely delivery of communication products and activities;
2. Supports the planning, scheduling, and tracking of communication campaigns, publications, events, and digital content calendars;
3. Assists in organizing meetings, preparing agendas, taking minutes, and following up on action items related to communication activities;
4. Provides general administrative and logistical support for communication-related events, campaigns, and outreach activities;
5. Perform other duties as required.

### QUALIFICATIONS AND REQUIREMENTS

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|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Academic</b>        | <ul style="list-style-type: none"><li>▪ Students currently enrolled in a university degree programme in the field of Communications, Journalism, International Relations, Public Policy, Political Science or a related discipline; or</li><li>▪ Recent graduates from a university degree programme in the field of Communications, Journalism, International Relations, Public Policy, Political Science or a related discipline.</li></ul> |
| <b>Languages</b>       | <ul style="list-style-type: none"><li>▪ Fluency in English is essential;</li><li>▪ Good working knowledge of another of the official languages of the Organization (Arabic, English, French, Spanish, Russian) is an asset.</li></ul>                                                                                                                                                                                                         |
| <b>Computer Skills</b> | <ul style="list-style-type: none"><li>▪ Computer literacy in Microsoft Office software (particularly Excel) and Windows 11;</li><li>▪ Familiarity with project management tools is an asset.</li></ul>                                                                                                                                                                                                                                        |

**Other Skills and Competencies**

- Executive-level experience in administration is an asset;
- Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Sense of responsibility and commitment;
- Keen interest and appreciation for the United Nations.

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**Application Procedure**

Interested applicants are requested to complete the [Online UN Tourism Internship Application 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.

**Remuneration and Other conditions**

A monthly stipend of **EUR 500** is foreseen. UN Tourism does not provide any other financial support for Interns. Interns are responsible for all matters pertaining to their stay at the duty station and must be in possession of an all-risk insurance, valid for the duration of their Internship.

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- 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.**