Vacancy Notice (Readvertisement)

Post Title:	Director, Administration and Finance	**Duty Station:**	Madrid, Spain
Grade of the Post:	D.1	**Date of Entry into Duty:**	As soon as possible
Vacancy Reference:	UNWTO/HHRR/VAC/23/DAFN/2026	**Duration of Appointment:**	One year
Department:	Administration and Finance	**Deadline for Applications:**	**06 December 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 **Director, Administration and Finance** is a member of the Organization's senior executive leadership team and is responsible for strategic direction, corporate governance oversight, executive management and modernisation of the Organization's administrative and financial framework.

Reporting to the Secretary-General, the incumbent exercises delegated authority and is accountable for the effective stewardship of the Organization's financial, human and physical resources in accordance with the Financial Regulations and Rules, Staff Regulations and Rules, and applicable policies of the Organization.

The Director leads the areas of administration and finance, including Budget and Finance, Human Resources, Information and Communication Technologies, Procurement, General Services and Travel, and is expected not only to safeguard institutional integrity, transparency and accountability, but to drive reform and modernisation of the administrative and financial framework it leads.

Within delegated authority, the incumbent is expected to carry out the following duties:

1. Provides executive leadership and strategic direction for the Organization's administrative and financial management framework, ensuring full alignment with the mandate, Programme of Work and decisions of the governing bodies and translating institutional priorities into coherent operational frameworks across the Department;

2. Serves as the principal advisor to the Secretary-General and Senior Management on financial governance, institutional risk, resource management, administrative policy and organizational effectiveness;

3. Directs the preparation, presentation and execution of the Organization's programme budget, contributions scale and financial plans, exercising delegated authority over the allocation, management and control of financial resources;

4. Ensures the integrity, transparency and accountability of all financial operations, including treasury management, financial reporting, certification of accounts, and compliance with International Public Sector Accounting Standards (IPSAS) and applicable United Nations common system regulations;

5. Establishes, maintains and strengthens robust internal control systems, enterprise risk management frameworks and institutional compliance mechanisms to safeguard the Organization’s financial, human and physical assets;

6. Oversees engagement with internal and external audit and oversight bodies, in coordination with the relevant internal functions on matters with legal or regulatory implications, ensures timely implementation of audit recommendations and advises senior management on risk mitigation and governance improvements;

7. Directs and oversees the development and implementation of human resources strategies, including workforce and succession planning, talent management, post classification, performance management and staff learning and development; ensures a consistent, transparent and legally sound framework for the application of the Staff Regulations and Rules, with due regard to fairness, due process and the Organization’s obligations as an employer and promotes diversity, equity and inclusion across the Secretariat;

8. Exercises corporate authority over the Organization’s procurement governance framework, serving as the institutional authority responsible for procurement policy, regulatory oversight and strategic sourcing. Ensures that procurement activities are conducted in accordance with established regulations and principles of transparency, fairness, competition and best value for money. Oversees procurement risk management, internal controls and compliance mechanisms, in close coordination with the Office of Legal Affairs and International Standards, regarding regulatory interpretation and contractual matters;

9. Provides strategic direction for information and communication technology, including ICT governance, digital transformation, administrative modernization, the integrity and security of the Organization's information systems and data, enterprise resource-planning and finance and human resources platforms, and business continuity and disaster-recovery planning;

10. Oversees general services, including premises and facilities management, asset and inventory management, central support services, and the safety and security of staff and premises, in coordination with the Host Country authorities on premises, security and infrastructure matters;

11. Directs the Organization’s travel function, ensuring official travel is administered economically, efficiently and in accordance with applicable rules and entitlements;

12. Advises on the administrative and financial implications of agreements, partnerships and institutional initiatives entered into by the Organization;

13. Represents the Organization at high-level inter-agency bodies and coordination mechanisms of the United Nations common system related to finance, budget, management and administrative policy;

14. Leads and directs department supervisors within the area of administration and finance, fostering a culture of integrity, accountability, innovation and results-based management;

15. Supports the Secretary-General’s institutional reform and change management agenda and drives its implementation across the administrative and financial functions, strengthening operational efficiency, governance standards and service delivery across the Secretariat;

16. Performs other related duties as required.

REQUIREMENTS

Academic

- Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, or a related field. A first-level university degree in combination with qualifying experience may be accepted *in lieu* of the advanced university degree;
- A recognised professional qualification in finance, audit or accounting (CPA, CA, ACCA, CIMA, CIA, CFA or equivalent) is an asset.

Experience and Basic Competencies

- A minimum of fifteen years of progressively responsible experience in administration, finance, budget, human resources or related management areas;
- At least ten years of senior-level managerial experience directing multi-functional administrative services in an international organizational, preferably within the United Nations common system;
- Demonstrated experience in managing significant financial resources and complex budgets, leading enterprise-wide governance or reform initiatives, strengthening internal control and risk management frameworks, engaging with oversight and audit bodies and representing organizations in high-level intergovernmental or inter-agency forums;
- Experience in the United Nations common system or another international organization is highly desirable;
- Proven track record of driving institutional change, modernisation and continuous improvement of operational performance;
- Experience in institutions undergoing reform or modernisation is highly desirable.

Languages

- Fluency in English is essential;
- Knowledge of Spanish is desirable;
- Good working knowledge of one of 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;
- Working familiarity with enterprise resource planning, finance and human resources information systems is desirable.

Other Skills and Competencies

- Strategic vision and executive leadership;
- Managing performance and leading change;
- Accountability and integrity;
- Judgement and decision-making;
- Building institutional partnerships;
- Political sensitivity and diplomacy;
- Communication and influence;
- Commitment to diversity and inclusion.

Remuneration

The total annual salary of **USD 148,857,** consists of a net annual salary of USD 117,953 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 30,904. 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 November 2026 rate of 26.2%.

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 one year – 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.

The incumbent shall comply with the Staff Regulations and Rules of the Organization, in particular those relating to conduct and confidentiality, and with any Conflict of Interest, financial disclosure or ethics framework adopted by the Organization during the term of appointment.

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.

- 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.