

The United Nations World Tourism Organization (UNWTO) is currently looking for an intern to assist to the Ethics, Culture and Social Responsibility Department during the period of 6 months at the UNWTO Headquarters duty station in Madrid, Spain.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of the UNWTO Ethics, Culture and Social Responsibility Department (ECSR), the intern would carry out the following duties:

1. Assist in the research, collection, drafting and edition of good practices, case studies and other written contributions related to the different focus areas defined in the Programme of Work of the ECSR Department;
2. Maintain correspondence with organizations which may provide relevant inputs related to ethical business practices, **cultural tourism and creative industries, and social dimensions of sustainability, with a special focus on underrepresented population groups, in particular women;**
3. Assist in producing compendia of good practices, case studies and sets of recommendations in collaboration with in-house and external partners, in particular with technical staff in charge of publications, reports, layout and communications;
4. Support the logistical preparation and organization of UNWTO events, both virtual and in-person, that fall under the responsibility of the ECSR Department;
5. Assist in drafting and regular updating of the web contents of the Department, in different spheres of work (World Committee on Tourism Ethics, Private Sector Commitment to the Global Code of Ethics for Tourism, Culture, Women's Empowerment, Accessibility or specific projects);
6. Perform other duties as required.

REQUIREMENTS

- a) University degree in the field of international relations, cooperation and development, cultural studies, anthropology, social geography or communications.
- b) Work experience in previous internships, preferably in UN and other international organizations, would be an asset.
- c) Fluency in English. Good command of Spanish would be an asset.
- d) Strong oral and written communication skills in the languages required.
- e) Computer literacy in Microsoft Office software and Windows 10.
- f) Skills to manage and maintain databases and mailing lists.
- g) Ability to work in a multicultural environment with sensitivity and respect for diversity.

The internship period would have the duration of 6 months, preferably from 1 July to 31 December 2023. Shortlisted candidates will be contacted for a virtual interview.