



Terms of Reference

Post Title: Intern

Duty station: UNWTO Secretariat

Department: Regional Department for Europe

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Director, Regional Department for Europe, the intern is expected to perform the following tasks:

1. Assists in the preparation of the forthcoming official missions of the Department;
 2. Assists with the organization of various UNWTO events and meetings planned in 2023/24;
 3. Assists in monitoring the tourism and travel industry policy developments in the Member States in general and in the European Union especially;
 4. Prepares daily "press cuttings" and assists in finalizing reports, prepare presentations, speeches for conferences and workshops;
 5. Provides assistance in preparing background information and briefings on European Member States on the occasion of official visits to UNWTO HQ;
 6. Helps in keeping updated the country profiles and speaking points of the Member States of the region;
 7. Attends/follows (online) meetings when required and prepares minutes as well as monitors follow-up activities;
 8. Performs other duties as required.
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REQUIREMENTS

- Languages**
- Fluency in English is essential;
 - Good working knowledge of French, Spanish or Russian is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software.
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