



UN Tourism

UNITED NATIONS
WORLD TOURISM ORGANIZATION

Terms of Reference

Post Title: Intern **Duty station:** UN Tourism
Department: Regional Department for Europe Headquarters, Madrid

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Director a.i., Regional Department for Europe, the intern will be expected to carry out the following tasks:

1. **Assist in the preparation of meetings, events, and official missions:** Support the logistical and administrative arrangements for meetings, conferences, and official visits, including drafting agendas, preparing materials, and liaising with relevant stakeholders.
2. **Monitor tourism and travel industry policy developments:** Track and analyze policy changes and trends in the tourism sector across Member States and the European Union. Assist in preparing background information, policy briefings, and reports based on these developments.
3. **Assist in drafting reports, presentations, and speeches:** Contribute to the development of high-quality written materials, including reports, presentations, and speeches for public engagements.
4. **Prepare daily press cuttings:** Collect and summarize relevant news and media coverage from various sources on tourism-related issues, providing a daily digest to keep the department informed of key developments in the region.
5. **Attend meetings and prepare minutes and follow-up materials:** Participate in internal and external meetings as needed, documenting key points and action items, and assisting in the preparation of follow-up communications or materials.
6. **Perform other duties as assigned:** Take on additional responsibilities or projects as needed, contributing to the overall efficiency and goals of the department.

REQUIREMENTS

- Education**
- Enrollment in a university or an equivalent postgraduate program is required;
 - Enrolement in an advanced university degree programme (Master's degree or equivalent) is an asset.
- 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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