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| **Terms of Reference**   |
| **Post Title:** | Intern (Measuring the Sustainability of Tourism) | **Duty station:** | Madrid, Spain |
| **Department:** | Statistics Department |  |  |
| **Type of Assignment:** | n.a |
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| **DUTIES AND RESPONSIBILITIES** |
| Under the supervision of the Chief (a.i.), Statistics Department, the incumbent performs the following duties:1. Contributes to the activities in the Measuring the Sustainability of Tourism (MST) programme of work, which may include (but not limited to):
	1. Assists in the review, drafting and development of the Statistical Framework for Measuring the Sustainability of Tourism
	2. Assist in the selection, preparation, drafting and coordination of concept notes, background documents, reports, issue briefs, talking points, and presentations;
	3. Assists in the preparation of a publication on country pilots
	4. Assists in the outreach, promotion and streamlining effort
	5. Assists in the development of a set of indicators
	6. Provides support to research on good practices, norms, methodologies
2. Contributes to the preparation of meetings and events organized by the Department.
3. Contributes to improving data dissemination and visualization.
4. Provides general support to the Department and performs other tasks as required.
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| **REQUIREMENTS** |
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| **Academic** | * Under-graduate or post-graduate studies in the field of economics, geography, sustainable development, engineering, or a related field
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| **Experience** | * Experience in multicultural environment
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| **Languages** | * Fluency in English is essential;
* Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French, or Russian) is an asset.
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| **Computer Skills** | * Computer literacy in Microsoft Office software and Windows 10
* Knowledge of statistical software like SPPS, STATA, EViews, R or Python is an asset
* Knowledge of data visualization software like Flourish, Tableau or Shiny is an asset
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| **Other Skills and Competencies** | * Professionalism, integrity, respect for diversity
* Planning and organizing skills, ability to work independently;
* Flexibility, tact and discretion;
* Communication skills;
* Ability to work harmoniously with people in an international environment;
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