

Call for applications

Tour guide position at the Vienna International Centre

The Visitors Service in Vienna, part of the United Nations Information Service, is searching for new individual contractors to serve as tour guides for visitors to the Vienna International Centre.

What do we offer?

We offer a stimulating, multicultural, international environment. You will be able to interact with groups and individuals of all ages from all around the world and use your language skills. You will explain the work of the United Nations to visitors and serve as ambassadors of the United Nations to the public. You will be given opportunities for continuous learning and development.

What do we require?

We need dedicated students or graduates with excellent interpersonal, communications and presentation skills. Future guides need to respect diversity, show high work ethics and interest in the values and goals of the UN. They should be available three times a week for a shift of four hours. You need to be fluent in English and German; those with another language preferably Czech, Slovak or Hungarian will be given priority.

Important information

Please send your applications in electronic form to the email: tours@unvienna.org with the subject line "**NAME SURNAME_application for tour guide**" (eg: JOHN SMITH_application for tour guide). The application should be written in English and should include a) a CV of no more than two pages and b) a motivation letter of no more than 300 words.

The United Nations is an equal opportunity employer and we also do not require you to submit a photo with your application. If you have further questions please contact us at the email address above and we will be happy to answer your queries.

Applicants are also invited to join a guided tour of the Vienna International Centre to become more familiar with the work of a tour guide.

IMPORTANT: we will not consider applications received after the deadline. Please respect the above instructions, otherwise we might not be able to consider your application.

The **deadline for applications is 5.12.2013 at midnight (Austrian time)**. Shortlisted candidates will be invited for a written test and interview.

We will be happy to welcome the best candidates on board!

Visitors Service
Vienna International Centre
Wagrammer Strasse 5
1220 Vienna
www.unis.unvienna.org