

Post Title: Office Assistant (Finance and Administration)
Domain: TWAS Administration Unit
Post Number: 1ITSC TA010VC
Grade: GS-3
Organizational Unit: The World Academy of Sciences (TWAS)
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Temporary Appointment (6 months)
Deadline (midnight, Paris time): **08-SEP-2023 (DEADLINE EXTENDED)**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The World Academy of Sciences (TWAS) aims at building scientific capacity in developing countries. The TWAS Executive Director is the overall responsible officer for TWAS and the entire TWAS-IAP-OWSD Secretariat. Under the direct supervision of the Associate Finance and Fundraising Officer and under the authority of the TWAS Executive Director, in coordination with the other colleagues in the section, the Incumbent provides administrative and secretarial assistance related to the functioning of Administration Unit.

As part of the Administration Unit, the Incumbent provides support designed to assure the smooth-running of the Unit by providing administrative help.

The incumbent will perform the following duties:

- Prepare and process standard payments in accordance with UNESCO financial rules and regulations
- Make travel, logistical and visa arrangements for travellers supported by the organization and handle routine correspondence with beneficiaries
- Provide basic logistical support to the organization of events
- Provide basic guidance to colleagues with regards to administrative rules and procedures

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Communication (C)
- Accountability (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)

For detailed information please consult the **UNESCO Competency Framework**
https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- At least 2 years of clerical experience in administrative, financial, travel and/or logistical matters, preferably in an international environment

SKILLS/COMPETENCIES

- Excellent knowledge of the most commonly-used softwares for PC and electronic systems/database management for data entry & recording
- Capacity to adapt to different cultural environments and cooperative behaviour
- Good organizational and coordination skills
- Ability to ensure efficiency
- Flexibility to adjust to work schedules and priorities

LANGUAGES

- Excellent knowledge (spoken and written) of English and Italian

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Experience in an international environment or scientific institution
- Tact and ability to work harmoniously with visitors and staff of different national and cultural backgrounds
- Working experience with ERP systems

LANGUAGES

- Knowledge of French is an asset

ADDITIONAL INFORMATION

Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position UNESCO will not reimburse expenses such as travel in connection with interviews, tests and relocation.

AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult ICSC website.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through *connect.unesco.org*

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

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