

**Post Title:** **Administrative Assistant (Finance)**  
**Domain:** TWAS  
**Post Number:** 1ITSCPA046VC  
**Grade:** GS-4  
**Organizational Unit:** The World Academy of Sciences (TWAS)  
**Primary Location:** Trieste, Italy  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Project Appointment  
**Deadline (midnight, Paris time):** **09-MAY-2024**

**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 overall delegated authority of TWAS Executive Director and the direct supervision of the Associate Finance & Fundraising Officer, the incumbent is involved in the completion of standard administrative support activities and processes as per UNESCO Rules and Regulations. As a team member, the incumbent provides administrative and support services in processing transactions, control and maintenance of accounts and databases, and preparation of routine reports, correspondence and administrative documentation.

Within delegated authority, the incumbent will be responsible for the following duties:

#### General Accountabilities

- Assist in the preparation of documents/reports;
- Assist in the creation and maintenance of internal databases;
- Compile, verify and maintain records of transactions and Office activities;
- Classify and code material relating to a number of subject areas and maintain general office files;
- Search Office files and records relating to a variety of topics for information and reference from automated systems;
- Select information and record in correspondence, technical papers, project/ programme plans and general reference documents;
- Draft routine correspondence, memoranda and reports on the basis of oral instructions, previous correspondence or other available information sources in accordance with standard office procedures.

#### Finance Accountabilities

- Process payments; check that documents are complete, correct and compliant with the rules, regulations and procedures;
- Provide information, explanation and guidance on basic rules and procedures;
- Ensure that the accounting records (disbursement and receipts documents) and corresponding justifications are complete and properly filed;
- Ensure that monthly bank statements of accounts of the Office are received on time, maintain and update related files;
- Occasionally make disbursements from petty cash; ensure that all necessary receipts are provided and keep updating the register of petty cash.

#### Logistics

- Follow up air tickets purchase and payments, prepare travel authorizations and assemble information pertinent to the purpose of travel; track security certificates. Make travel and hotel reservations;
- Assist in check and certification of staff mission travel and all the related documentation;
- Assist staff, visitors and participants in obtaining visas and resident documents;
- Assist colleagues in POs / contracts preparation in UNESCO's electronic management system;
- Coordinate with the relevant authorities (e.g. MOFA, Customs and Tax Departments) in relation to shipments; Follow up on requests by tracking and collecting orders (goods and services), check that goods and services are received according to the terms of the Pro forma (time, quantity, quality);
- Assist in maintaining, updating, transmitting inventory records of non-expendable equipment to BFM;
- Liaise with companies in relation to deliveries and payments;
- Provide occasional IT support to colleagues and international partners located remotely with regards to most common software such as MS Office, Mozilla Thunderbird, and web conference tools

## **Budget Accountabilities**

- Register actions/data; do non-complex corrections in systems;
- Assist in preparation of budget, check completeness, accuracy and compliance of documentation;
- Assist in the production of a variety of financial reports and statistics related to extra budgetary funds;
- Extract data and information from the automated financial and programmatic systems (IRIS; CORE MANAGER etc.) and prepare standard reports

## **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](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 three (3) years of relevant working experience in general administrative finance or related area

### **SKILLS/COMPETENCIES**

- Excellent knowledge of modern office skills and commonly used IT tools
- Good knowledge of accounting and finance procedures
- Good organizational and coordination skills
- Ability to ensure efficiency and to work in teams

### **LANGUAGES**

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

## **DESIRABLE QUALIFICATIONS**

### **EDUCATION**

- Professional certification in finance or accounting

### **SKILLS/COMPETENCIES**

- Knowledge of UN Rules, Regulations and administrative procedures
- Experience with ERP systems (Preferably SAP based)

### **LANGUAGES**

- Knowledge of other official UNESCO language (French, Arabic, Chinese, Russian, Spanish) would be 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.

E-mail: [personnel\\_office@ictp.it](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695