



Post Title: Associate Project Officer (Contributions)
Domain: Finance and Budget Unit
Post Number: 1ITSC PA113TP
Grade: P-1
Organizational Unit: ICTP
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Project Appointment
Deadline (midnight Trieste time): **30-MAR-2023**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers.

Under the supervision of the Senior Finance and Administrative Officer, the incumbent will ensure that voluntary contributions received by ICTP are administered in compliance with UNESCO and ICTP financial rules and regulations, and will assist with management of projects with regards to financial and audit matters.

Essential responsibilities include:

- Prepare and monitor contribution letters
- Review agreements for compliance with UNESCO and ICTP financial rules and regulations and collaborate with the scientific sections and programme offices accordingly
- Maintain and manage a repository of all agreements
- Track and monitor all payment requests, payments and register them in the ERP system to ensure compliance with IPSAS
- Provide advice and support to scientists on budget and finance matters for the preparation of project proposals to funding organizations / agencies
- Monitor project milestones
- Track and monitor all deliverables and internal documentation in order to prepare relevant reports
- Collaborate with funding organizations, agencies, stakeholders of the scientific community as well as with colleagues in ICTP and Auditors

COMPETENCIES

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

- Accountability.
- Communication.
- Teamwork.
- Innovation.
- Results focus.
- Planning and organizing.
- Knowledge sharing and continuous improvement.

For detailed information please consult the [UNESCO Competency Framework](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)
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REQUIRED QUALIFICATIONS

EDUCATION

- Advanced University degree (Master's Degree or equivalent) in the field of in economics, finance, business administration or a related field

WORK EXPERIENCE

- Less than 2 years of relevant experience in management of contributions, preferably in an international environment
- Demonstrated experience in working in project environments and in collaborating with donor and funding organizations / agencies
- Proven track record of collaboration with scientists and drafting of scientific proposals in order to request external funding

SKILLS/COMPETENCIES

- Integrity, tact, discretion, ability to work as part of a team in an international environment
- Good knowledge of standard computer hardware and software applications
- Demonstrated ability to communicate effectively (both written and oral)

LANGUAGES

- Excellent knowledge of written and oral English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in working for International organizations
- Knowledge on the IPSAS compliant registration of contributions

LANGUAGES

- Knowledge of Italian

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](#) and [UNESCO's career website](#).

MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. 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.

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, phone: +39-040-2240-595/596/695