



**Post Title:** Associate Contributions Officer  
**Domain:** Finance and Budget Unit  
**Post Number:** 1ITSC PA116TP  
**Grade:** P-2  
**Organizational Unit:** ICTP  
**Primary Location:** Trieste, Italy  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Project Appointment  
**Deadline (midnight Trieste time):** **04-DEC-2023**

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

Duration of contract: one (1) year, with possibility of extension subject to availability of funds and satisfactory performance

## 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 Head of Finance and Budget Unit, the incumbent is the primary focal point at the institute on the matters related to voluntary contributions and donor reporting. He/she provides guidance to scientists, as well more junior colleagues in the Budget and Finance Unit.

Essential responsibilities include:

- As the focal point for all donor agreements and letters within ICTP, manage their review, ensuring their compliance with financial rules, regulations and IPSAS standards, timely finalization and renewal. Serve as the primary advisor to scientific staff on the administrative requirements related to donor agreements and contributions.
- Design the depositary of agreements and all related documents, including the naming convention for effective management of electronic records.
- Collaborate with BFM and BSP on reporting on internal objectives and regulatory matters; collaborate with with funding organizations and agencies on matters related to project support costs and reporting requirements.
- Ensure the timely and appropriate reporting to donors, advise scientists on the reporting requirements and support the scientists in the submission of progress reports. Ensure the timely submission of financial reports and authorizations.
- Be the primary contact point for Auditors on the matters related to donor agreements and voluntary contributions, provide necessary explanations and supporting documentation as required.

## 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)  
[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**

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

### **WORK EXPERIENCE**

- Minimum two years of relevant professional experience in management of contributions, preferably with at least one year acquired at international level.
- Demonstrated experience in collaboration with donor and funding organizations / agencies
- Proven track record of collaboration with scientists

### **SKILLS/COMPETENCIES**

- Knowledge on the IPSAS compliant registration of contributions
- Integrity, tact, discretion, ability to work as part of a team in an international environment.
- Knowledge of ERP systems (preferably SAP-based)
- Demonstrated ability to communicate effectively (both written and oral).

### **LANGUAGES**

- Excellent knowledge (spoken and written) of English.

## DESIRABLE QUALIFICATIONS

### **WORK EXPERIENCE**

- Experience in working for International organizations or Science Institutes

### **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](http://connect.unesco.org)

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

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