



Post Title:	Programme Assistant
Domain:	Quantitative Life Sciences Section
Post Number:	1ITSC 0916TP
Grade:	GS-5
Organizational Unit:	Abdus Salam International Centre for Theoretical Physics
Primary Location:	Trieste, Italy
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed-Term
Deadline (<i>midnight Trieste time</i>):	25 November 2022

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. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Under the overall authority of the Director, ICTP and the direct supervision of the Unit Head, the incumbent provides secretarial and administrative support to ICTP programmes and events throughout their organizational phases, facilitates organization of activities and accomplishment of administrative procedures of the respective organizational unit of the Centre. Essential responsibilities include:

- Act as the administrative focal point for the Unit and/or joint fellowship programme with another institutions (such as IAEA, TRIL, etc.). Advise and provide guidance and support to the programmes, scientific staff, as well as visitors and fellows on UNESCO and ICTP administrative and operative requirements, policies, guidelines and procedures. Provide training to and coordinate the work of more junior administrative staff.
- Provide administrative and induction briefings for staff and visitors. Keep Unit staff informed of any changes to procedures and guidelines. Maintain repository of necessary reference materials.
- Monitor the respect of rules and requirements agreed to with donors of funded programmes and alert as necessary on any potential conflict with UNESCO and ICTP policies. Prepare reports and specific statistical data on the activities of the Unit.
- Collaborate with other offices to organize travel arrangements for visitors and staff, initiate procurement, HR contract requests for external scientists, hospitality and other administrative requests, monitor the relevant approval process, and crosscheck outstanding data and invoices for payment.
- Prepare and proofread a variety of written documents for content, completeness, grammatical and typographical accuracy and compliance with guidelines.
- Provide assistance to allotment holders in the correct use of the allotted funds and prepare cost estimates. Monitor the use of funds and ensure compliance with approved amounts and guidelines. Provide necessary data to Budget and Finance Unit for financial reports preparation. For activities held outside ICTP also prepare requests to the Budget and Finance Unit for fund reservations and for requests of transfers of funds to institutes abroad.
- Prepare the organization and advertising of scientific events held in-house and outside ICTP, as well as programmes within the Unit for worldwide distribution. Maintain activity/research group web-pages.
- Keep the ICTP working tool for visitor management up to date, review and ensure the quality control of the data. Update and code financial/visit status and function.
- Issue of invitation letters, register incoming visitors and provide assistance necessary during their stay by proactively interacting with other Sections/Units/Offices. Ensure completion of necessary out-processing requirements upon completion of the visit.
- For the events held outside ICTP, liaise with partner institutes to verify conditions in the institution hosting the event and coordinate the organizational aspects of the events in line with local standards and regulations.
- As required, liaise with external parties/agencies on the external funding of assigned activities, provide administrative support to fund-raising initiatives including, on request, the organisation of meetings of fund-raising committees. Prepare applications for funding ensuring they are in line with ICTP rules and regulations and with the requirements of the funding partners/agencies, as well as following up on related administrative matters.

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

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum five (5) years of relevant working experience in secretarial and/or administrative function.
- Experience dealing with budgetary and administrative issues.

SKILLS/COMPETENCIES

- Ability to work quickly and efficiently under pressure, with minimum supervision, and to sustain limited periods with workload peaks.
- Ability to quickly switch full attention between subjects.
- Knowledge of standard office computer applications (MS Office, SAP, etc.).
- Ability to prioritize, plan and organize own work in order to respect deadlines.
- High level of reliability with a responsive and service-minded attitude and behaviour.
- Tact and ability to work harmoniously with visitors and staff members of different nationalities and cultural backgrounds.
- Excellent communications skills (oral and written), including excellent drafting skills in English.

LANGUAGES

- Excellent working knowledge (spoken and written) of English and good working knowledge (spoken and written) of Italian.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Professional Experience in an international environment.

LANGUAGES

- Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish).

ADDITIONAL INFORMATION

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

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

AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES.