



The Abdus Salam

International Centre for Theoretical Physics



Post Title: Nurse (part time 50%)
Domain: Human Resources/Medical Service
Post Number: 1ITSC 1040TP
Grade: GS-5 (part time 50%)
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 (midnight Trieste time): 19-APR-2024

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 immediate supervision of Head of Unit/Senior Human Resources Officer of ICTP and in collaboration with the Chief of Medical Service of the Occupational Health Service within the Bureau of Human Resources Management at UNESCO Headquarters (Chief, HRM/SST) as well as the Doctor(s)/Medical Consultant(s) contracted by ICTP, the incumbent will provide first-line medical and health care support to approximately 160 ICTP staff and 200-250 consultants, research fellows and visitors, and approximately 40 staff of the Academy of Sciences for Developing World (TWAS).

Essential responsibilities include:

- Provide first aid care to all visitors and staff present at ICTP Miramare Campus, assess their needs and provide advice related to specific medical situation, or on preventive care in general.
- Provide advice to the best of own knowledge on disease management. When necessary, direct persons to the ICTP Medical consultant or where applicable to other physician(s). Follow up on hospitalized patients as required.
- Offer guidance on administration of prescribed medication and on self-care.
- Provide emotional support to patients and their family members. When necessary suggest a consultation on diet planning. Help with information on home care.
- Organise entry medical examinations for new staff prior to recruitment. Arrange periodic medical examinations for the categories at risk at the work place in line with the procedures established by Chief Medical Officer at UNESCO/HQ. Make appointments for staff at laboratory facilities as required.
- Assist with conducting routine and/or special initiatives (such as disease awareness, health promotion and vaccination campaigns) as determined by ICTP and/or the UNESCO Medical Services.
- Liaise with Chief, HRM/SST on confidential medical issues of individual staff members concerning individual staff members, related to sick leave approval, disability, etc.
- Maintain a list of medical specialists, laboratories, blood banks, ambulance services, pharmacies, and health care facilities. Inform clients and arrange appointments as necessary.
- Liaise with local health and civil protection authorities on matters requiring their involvement, such as infectious diseases requiring mandatory reporting, while maintaining appropriate confidentiality and considering ICTP/TWAS' status as part of an international organization.
- Assist in providing information on medical claims for staff members, fellows, students and visitors covered by ICTP health insurance plans.
- Collect and maintain documentation and data related to the activities of the ICTP Medical Service, maintaining digital and hard copy files of the same.
- Initiate purchase requisitions in SAP and manage the budget for medical supplies and services. Verify invoices for services received and request clarifications as needed. Liaise with the contracted hospitals for requesting substitute doctors and nurses, and services of occupational doctor.
- Maintain the inventory of medical equipment and supplies, ensuring attention to product expiry dates and replenish them as required. Organize the disposal of medical waste in accordance with host country regulations.

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

- Secondary, technical or vocational school as a nurse with registration with the Nursing Council - O.P.I (Ordine delle Professioni Infermieristiche) and a valid nursing license to practice.

WORK EXPERIENCE

- At least five (5) years of relevant working experience as a Nurse.

SKILLS/COMPETENCIES

- BLS/D qualification.
- Excellent interpersonal skills, ability to interact with empathy and care on sensitive medical issues.
- Integrity, discretion, tact and diplomacy.
- Maintain confidentiality in appropriate areas of work.
- Ability to work independently and manage emergencies and under pressure.
- High level of reliability with a responsive and service-minded attitude and behaviour.
- Good computer skills with proficiency in the use of MS Office (Word, Excel, Outlook, PowerPoint, etc.)

LANGUAGES

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

DESIRABLE QUALIFICATIONS

EDUCATION

- HIV/AIDS Management training.

WORK EXPERIENCE

- Working experience in an international environment.
- Experience in Trauma and Emergency care.

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 this position. 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.