

Post Title: **Administrative Assistant**
Domain: InterAcademy Partnersip (IAP)
Post Number: 1ITSC 1063VC
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: Fixed Term (two years)
Deadline (midnight, Paris time): **20-JUL-2023**

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 direct supervision of the InterAcademy Partnership (IAP) Programme Coordinator, the authority of the TWAS Executive Director, and in coordination with the Administrative Assistant, the Incumbent provides administrative and secretarial assistance related to the functioning of IAP, the global network which brings together academies of science, medicine and engineering and which operates under the administrative umbrella of TWAS/UNESCO.

As part of the IAP Secretariat, the Incumbent provides support designed to assure the smooth-running of IAP activities and programmes.

The incumbent will perform the following duties:

- Ensure the timely and efficient provision of secretarial support including word processing and final formatting of official correspondence and documentation, review completed correspondence and documentation for accuracy, proper format and conformance with policies and procedures; answer daily correspondence and requests for information; maintain files and other manual and computerised information and reference systems
- Assist in the preparations for the IAP General Assembly, Steering and Executive Committee meetings and other meetings (in-person, online or hybrid) as required, in close collaboration with host academies and project partners etc - e.g. prepare agendas and folders for business sessions, assist with logistical arrangements for meetings.
- Attend meetings, prepare minutes and action plans and assist the IAP Coordinator in the implementation of such plans
- Assemble information for periodic IAP funding reviews; draft contracts and letters of contribution; maintain detailed records of IAP expenditures and commitments; correspond with beneficiaries of IAP support and liaise with suppliers and with project partners for periodic and final reports; liaise with TWAS Finance Office to ensure compliance with UNESCO financial rules and administrative procedures
- In collaboration with the lead academy, support Working Groups in the preparation of draft statements and other IAP outputs on issues of global concern; circulate drafts to the IAP Board and to all members; track and follow up on responses and prepare status report for editorial purposes. Assist with logistical arrangements for launch events, in collaboration with the Communications Assistant
- Compile information on periodic IAP activities e.g. for publication in IAP'S Annual Report, the IAP website etc. Communicate with IAP member academies, including circulation of articles and reports and announcements of new activities; coordinate responses to surveys soliciting their feedback
- Additional activities that may be required to ensure the success of the work team

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

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- At least three (3) years of relevant working experience along with experience in providing secretarial services

SKILLS/COMPETENCIES

- Excellent knowledge of modern office skills
- Good interpersonal and communication skills
- Good organizational and coordination skills
- Ability to ensure efficiency
- Flexibility to adjust to work schedules and priorities

LANGUAGES

- Excellent knowledge (spoken and written) of English

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Knowledge of the general purpose and functioning of IAP and academies in general
- Tact and ability to work harmoniously with visitors and staff of different national and cultural backgrounds

LANGUAGES

- Basic knowledge (spoken and written) of Italian or other UN language is 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, phone: +39-040-2240-595/596/695