

Post Title: Communication Assistant
Domain: IAP
Post Number: 1ITSCPA051VC
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: Project Appointment
Deadline (*midnight, Paris time*): **21 March 2025**

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 overall supervision of the IAP Coordinator, the incumbent will be responsible for implementing the IAP communications strategy (50%) and developing and maintaining the activities of the YPL alumni network (50%), as follows:

- Prepare and upload news reports and other material to the IAP website; disseminate IAP material via social media (mainly Twitter); assist in the preparation of the IAP Annual Report and electronic bulletin; maintain an IAP photo archive; and, when relevant, assist with publication of press releases and follow up on their impact.
- Assist in the preparation of the IAP Annual Report by collating information, fact-checking and proof-reading chapters and the (quarterly) electronic bulletin by selecting items for inclusion and editing text; design and format other publications.
- Assist in the preparation of press releases (e.g. by extracting information from IAP Statements and other publications, and requesting quotes from experts); assist in their dissemination, including through social media cards and potentially short videos/Gifs; follow up on their visibility and impact.
- Provide communication support for IAP events, workshops and other meetings, including preparation of Powerpoint presentations, contacting local media, following up with articles for IAP website and social media posts.
- Implement IAP's social media outreach (mainly via publishing regular Twitter entries).
- Provide regular reports on numbers accessing IAP digital communications, monitor online presence (e.g. page views, Twitter impressions, etc).
- Maintain a database of photographs of IAP activities, requesting suitable pictures from partners, regional networks, etc, when appropriate.
- Curate the Young Physician Leaders (YPL) website content (<https://www.interacademies.org/project/young-physician-leaders-ypl>), including liaison with the website hosting agency; maintaining updated information on alumni; and ensuring that they receive updated information about IAP opportunities in which they can engage.
- Facilitate contacts between YPL alumni and their engagement in small working group interactions and individual peer learning: arrange webinars and other events for the YPL alumni; inform YPL alumni about opportunities for their engagement and mobilization in IAP and other activities/opportunities with other international/potential partners.
- Respond to information requests about IAP and the YPL programme; prepare and issue letters/communications and other standard administrative tasks, including by liaising with TWAS Finance and Administration Offices.
- Undertake other duties as required.

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

- Minimum three (3) years of relevant working experience in communications production and/or website management, social networking, or a related area.
- Capacity and flexibility to adapt to different cultural environments ; cooperative behaviour and positive attitude to undertake teamwork successfully. Experience in working with web-based Content Management Tools and preparing messages for web audiences.

SKILLS/COMPETENCIES

- Knowledge of standard office software such as MS-Word, Excel, PowerPoint, internet and web resources.
- Knowledge of additional design and formatting programmes (e.g. Adobe InDesign) and photo- and video-editing software an asset.
- Good knowledge of standard virtual platform operations.
- Ability to effectively communicate in a professional manner, both orally and in writing.
- Excellent knowledge of social media and ability to stay current on social media trends.

LANGUAGES

- Excellent knowledge of English (spoken and written).

DESIRABLE QUALIFICATIONS

EDUCATION

- University degree in communications an asset.

WORK EXPERIENCE

- One year of experience in an international environment.

LANGUAGES

- Knowledge of Italian.
- Knowledge of another official UNESCO 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.

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