



The Abdus Salam

International Centre for Theoretical Physics



Post Title:	Administrative Assistant
Domain:	TWAS InterAcademy Partnership
Post Number:	1ITSC1062VC
Grade:	GS-5
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 Trieste time):	26 September 2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The World Academy of Science (TWAS) is a UNESCO Programme and has its office at Trieste Italy. TWAS organizes and manages various programmes (fellowships, grants, awards) and conferences/meetings. TWAS hosts the Organization for Women in Science for the Developing World (OWSD) and The Inter Academy Partnership (IAP). Under the direct supervision of the InterAcademy Partnership (IAP) Coordinator and the supervision of the TWAS Executive Director, the Incumbent will be responsible for carrying out administrative duties related to the functioning of IAP - the global network of academies of science, medicine and engineering - functioning under the administrative umbrella of TWAS/UNESCO. The Incumbent will provide support to the IAP Secretariat, in order to assure smooth-running of activities and programmes.

The incumbent will perform the following duties:

- To help achieve the goals set out in the IAP Strategic Plan: Organize and attend meetings of the IAP Board, the IAP Advisory Committee, and the IAP Development and Programme Committees; Coordinate with hosting partners the triennial IAP Conference and General Assembly of members; Prepare minutes and action plans for follow-up based on decisions taken at governance meetings and general assemblies; Organize triennial elections and carry out calls for nomination for the IAP Board, the Advisory Committee, the Programme and Development Committees in line with the IAP Statutes; Work with IAP Coordinator and others, including ad-hoc committees as relevant, in the implementation of agreed action plans.
- Organize calls for proposals from member academies and IAP's Regional Networks, etc, on scientific/policy issues; Prepare contracts for selected implementing parties (academies, consultants, etc), and follow up on contract implementation, including soliciting interim and final reports, preparing payment requests and following transfer of funds, etc.; Liaise with partners such as member academies, IAP Regional Networks, TWAS, the International Science Council (ISC) and others in planning, organizing and following up on IAP-supported and joint initiatives; Maintain frequent communication with IAP member academies, including the circulation of documents (reports/articles/statutes/draft agreements, etc.) for their comment and to coordinate responses and prepare summarized analyses for the IAP Board and/or Coordinator.
- Organize the annual call for nominations to the IAP Young Physician Leaders (YPL) annual leadership training workshop; Work with IAP's elected leadership for review and selection of the new cohort; Communicate with members of this cohort regarding their travel to (usually) the World Health Summit in Berlin; Liaise with the WHS hosts and other partners in Berlin regarding logistical and administrative support at the event; Maintain online directory of IAP YPL alumni.
- Provide data for inclusion in reports of activities carried out by IAP, written by the Coordinator (e.g. for the TWAS Steering Committee) and for the preparation of IAP publications, including the IAP Annual Report and IAP Statements on issues of global concern; Provide administrative support to Statement working groups and committees; Organize launch events (in-person or online) for IAP Statements, in close collaboration with the IAP Coordinator, Communications Assistant and the Board.
- Participate in other meetings/events of relevance/importance to the development and visibility of IAP; Coordinate with the IAP Administrative Assistant in the execution of administrative and secretarial functions.
- Perform 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:

- 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 education, technical and/or vocational school.

WORK EXPERIENCE

- At least five (5) years of relevant experience in administrative function and/or in the field of project assistance and support, or a related area.
- Experience dealing with budgetary and administrative issues.

SKILLS/COMPETENCIES

- Knowledge of standard office computer applications (MS Office, SAP, etc.), with proficiency in Power Point and Excel.
- Ability to analyse complex issues, show initiative and propose appropriate solutions.
- Excellent communications skills (oral and written).
- Good interpersonal, organizational and coordination skills.
- Ability to work quickly and efficiently under pressure with minimum supervision.
- Flexibility to adjust work schedules and priorities.
- Knowledge of the general purpose and functioning of the Academy.
- Capacity to deal efficiently and tactfully with different partners/institutions and other stakeholders at all levels in a multicultural environment.

LANGUAGES

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

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- 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.

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

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.