

Post Title: **Administrative Assistant**
Domain: InterAcademy Partnersip (IAP)
Post Number: 1ITSCPA045VC
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-FEB-2024**

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 authority of the TWAS Executive Director and the direct supervision of the IAP Programme Coordinator, the Incumbent will provide administrative and secretarial assistance in support of fundraising for the Science Education Programme's objective of establishing science centres/museums in Africa and IAP's contributions to the Science in Exile initiative (see: www.scienceinexile.org). A proportion of the Incumbent's time may also be required to assist with other general IAP administrative duties.

The incumbent will perform the following duties:

- Provide administrative support to the pilot project aimed at establishing science centres in up to five African countries
- Maintain frequent communication with African partners (e.g. academies of science) that have been (or will be) selected as host organizations of the proposed science centre
- Provide administrative support to the Science in Exile project that advocates for and provides support to at-risk, displaced and refugee scientists. Science in Exile is also carried out in collaboration with TWAS and the International Science Council (ISC)
- Act as an administrative liaison person for the project between IAP, TWAS and ISC
- Identify opportunities for additional collaborations, including presentations at conferences, webinars, etc
- Compile and format such presentations. Update, expand and maintain the Science in Exile database of partners/collaborators and re-activate the mailing list, including by compiling and circulating a (bi-) monthly newsletter
- Maintain the Science in Exile website, including the list of organizations and individuals signing up to the advocacy campaign/Science in Exile Declaration.

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 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.

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