

Post Title: Programme Coordinator

Domain: TWAS/IAP

Post Number: 1ITSCPA053VC

Grade: P-3

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): **15 February 2026**

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

Only candidates who are entitled to work in Italy may apply to this position

OVERVIEW OF THE FUNCTIONS OF THE POST

The World Academy of Sciences (TWAS) aims at building scientific capacity in both education and research in developing countries. TWAS hosts the InterAcademy Partnership (IAP) Trieste Secretariat. IAP harnesses the expertise of the world's leading scientific minds to advance sound policies, improve public health, promote excellence in science education, and achieve other critical development goals.

The incumbent will serve as the Coordinator for the InterAcademy Partnership, overseeing the strategic planning, programme implementation, and daily operations of the IAP secretariat. This includes working in line with the programmatic and policy directions of the elected IAP governing Board. In addition, the incumbent will manage the Science Diplomacy Programme.

Under the direct supervision of the TWAS Executive Director, the incumbent will have the following duties and responsibilities:

1. IAP Programme Coordination and Management

- Strategic Planning and Programme Implementation:** Guide the development of the IAP Strategic Plan and annual workplans. Develop new project proposals, contribute to resource mobilization, and represent IAP at international events.
- Liaison with IAP Leadership and Partners:** Plan and coordinate statutory meetings of the IAP Board and General Assembly. Provide high-level support to the IAP Board and its committees. Draft reports, monitor strategic plans, and manage competitive calls for proposals and contracts.
- Communications and Outreach:** Provide editorial and substantive guidance on all IAP communications. Supervise the preparation of annual reports, policy briefs, and other knowledge products. Ensure the IAP website is up-to-date and author or co-author scientific and policy publications.
- Monitoring, Evaluation, and Operations:** Oversee the daily operations of the IAP secretariat, including staff supervision and budget oversight. Monitor and evaluate the implementation of programmes and projects, ensuring compliance with financial rules and regulations. Provide regular briefs to the IAP leadership and TWAS Executive Director.

2. Science Diplomacy Programme:

Oversee the TWAS Science Diplomacy programme, following the Strategic Planning 2026-2030. The activities include participation in Science Diplomacy events, organization of capacity building in the area, establishment of partnerships, as well as development of training materials.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Accountability (C)
- Communication (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)

- Planning and organizing (C)
- Professionalism (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

- Advanced university degree (Master's or equivalent) preferably in International Relations, Public or Business Administration, Science Policy, Social Sciences or a related field.

WORK EXPERIENCE

- A minimum of four (4) years of progressively responsible professional experience in international programme management, science policy, or a related area is required.

SKILLS/COMPETENCIES

- Experience in liaison with governmental bodies and funding agencies is essential.

LANGUAGE

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Experience working within the United Nations system or a similar international organization is an asset.
- Experience in science diplomacy and managing complex international partnerships is welcomed.
- Good working knowledge of Italian is desirable.
- Knowledge of another official UN language (Arabic, Chinese, French, Russian, Spanish) 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.

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 full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

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 <https://duo.hq.int.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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