



**Post Title:** **Communication Assistant**  
**Domain:** Public Information Unit  
**Post Number:** 1ITSCPA 105TP  
**Grade:** GS-4  
**Organizational Unit:** Abdus Salam International Centre for Theoretical Physics  
**Primary Location:** Trieste, Italy  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Project Appointment  
**Deadline (midnight, Paris time):** **28-MAR-2023**

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Within the Public Information Office (PIO) and under the direct supervision of the ICTP Public Information Officer, the incumbent will contribute to the implementation of ICTP's communications strategy, particularly targeting news media, by ensuring that ICTP scientific activities and successes are communicated in a timely fashion to relevant audiences in order to promote ICTP's mission and achievements. The communications activities of this post have a special focus on maintaining media relations and liaising with local, national and international media. The incumbent would also assist to coordinate the institute's participation in science outreach programmes. Essential responsibilities include:

- Research, compile information on and draft inputs to articles on ICTP research and educational activities, initiatives and scientists for the ICTP website to promote research excellence and success stories.
- Translate press releases into Italian on ICTP research and other activities of interest to the media, and assist supervisor in promoting to local, national and international media outlets  
Liaise with local science media committee
- Create multimedia products such as infographics for social media, and contribute posts to ICTP social media, in support of digital media strategy
- Coordinate with supervisor on ICTP participation in local and international science outreach events, ensuring that ICTP is well represented in the events' activities. Work with supervisor to create materials for such events and assist in recruiting scientist volunteers
- Prepare and upload content to ICTP's website (requires working with content management software), including editing and proofreading for accuracy, in consultation with the Public Information Officer and clients. Content includes news stories as well as multimedia products such as photo galleries and videos

### 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](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 supporting public information, communication, journalism or a related field
- Experience in journalism or communication for a news publication, NGO or government agency

### SKILLS/COMPETENCIES

- Proven ability to conduct information research and summarize the findings in a concise and engaging way
- Demonstrated knowledge of issues related to the role of science and science education in the developing world
- Working experience with social media platforms, especially Facebook and Twitter
- Basic Adobe Photoshop skills
- Excellent communication and organizational skills
- Passionate commitment and positive attitude to work effectively in a team
- Ability to work in a high demand, high impact international environment
- Capacity to adapt to different cultural environments

### LANGUAGES

- Excellent knowledge (spoken and written) of English and/or Italian and good knowledge of the other

## DESIRABLE QUALIFICATIONS

### EDUCATION

- Education or training in journalism

### WORK EXPERIENCE

- Working experience in an international environment or for a science organization

### SKILLS/COMPETENCIES

- Knowledge of PowerPoint and Canva.
- Skills in photography, video shooting and editing, basic graphic design and basic HTML

## 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.

## 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](https://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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