

Post Title: Security Guard
Domain: Security and Administrative Services Unit
Post Number: 1ITSC PA121TP
Grade: GS-3
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 Trieste time*): **19-JAN-2026 (deadline extended)**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the supervision of the Security Shift Lead, the Security Guard acts as the contact point for security related operational issues and performs related surveillance tasks. The incumbent collaborates with all other relevant offices and in particular with Receptionists (present on a 24h/7 days a week), visitors, maintenance, ICTS and Medical services as needed. Essential responsibilities include:

- Carry out surveillance and control access to premises. Ensure protection of ICTP property, staff and visitors. Control IDs of visitors, ensure their validity and ascertain the purpose of the visit. Use the necessary security instruments/equipment (video surveillance and recording system, detectors, alarm system, access control system etc.) in line of performance of official duties. Patrol the premises internally and externally, including parking areas. Open and close buildings, switch on/off the lights. Check all common areas, meeting rooms, library and bathrooms and ensure the windows are properly closed prior to locking the buildings.
- Identify the situations which are not part of the normal routine, presence of people with a suspect conduct/comportment or illegal/unethical behaviour and report any emergencies immediately to supervisors. Take urgent measures in case supervisory guidance is not immediately available.
- Provide information and assistance to staff members and visiting scientists. Intervene in case of person found with health problems, call for medical intervention in urgent cases, provide first aid support as needed. Serve as a first responder in case of fire.
- Be part of the ICTP security network and actively participate in fire drills and other simulated and real emergencies.
- Undertake protective surveillance duties against fire, water leakage, the deposit of dangerous objects or any other action which could cause damage or injury to premises or personnel. Enter any observations or actions taken into the security logbook. Contact maintenance team for prompt intervention. Drive official vehicles to move around the buildings for night patrol and whenever necessary.

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)
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REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical or vocational school.

WORK EXPERIENCE

- At least two years of police, military, government or private security working experience, preferably in an international environment.

SKILLS/COMPETENCIES

- A valid, clean driving license.
- Tact and diplomacy with all visitors and personnel of ICTP.
- Ability to work in an international and multi-cultural environment.
- Good knowledge of standard office automation such as Excel and Word.
- Ability to understand and operate at basic level technical installations like central heating, air condition system, surveillance and access control systems, for the purpose of intervening in emergency to avoid further damages.
- Flexibility to work within a 24-hour coverage shift system inclusive of night and weekend duties when required.
- Excellent sense of observation, alertness, analytical ability.
- Ability to manage emergencies and keep calm in crisis situations.
- Very good sense of communication and human relations (sense of contact, courtesy, restraint, respect of hierarchy).
- Respect of the professional secrecy and the deontology proper to a security service.

LANGUAGES

- Excellent knowledge of English and Italian.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Formal security qualifications and documented training in general security, first aid, fire prevention, emergency response

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

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

AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES.