



The Abdus Salam

International Centre for Theoretical Physics



Post Title: Procurement Assistant
Domain: Procurement Unit
Post Number: 1ITSCPA126TP
Grade: GS-5
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 – 1 year
Deadline (*midnight Trieste time*): **02-SEP-2026 (EXTENDED)**

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

Only Candidates who are entitled to work in the E.U. can apply

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.

Under the supervision of the Senior Procurement Assistant, and as part of the ICTP Procurement Unit, the incumbent will be part of the Procurement Unit and will collaborate with various Allotment Holders and specialists, the Certifying Officers and Approving Officers, and will collaborate with ICTP colleagues at all levels to ensure effective procurement actions and safeguard the interest of the Institute in negotiation with suppliers. In addition, the incumbent will be responsible for:

Conduct of Procurement Processes:

- Carry out direct contracting and formal bidding processes below USD 150,000; support the Senior Procurement Assistant for procurements above USD 150,000.
- Gather requirements from stakeholders; support drafting of Terms of Reference; advise ICTP staff on applicable procurement rules, regulations and procedures.
- Conduct market research and Requests for Information; prepare Purchase Orders, RFQs and formal tender documents (ITBs and RFPs).
- Manage bid publication, clarification requests, registration and opening; participate in evaluation processes and draft outcome documentation.
- Negotiate with vendors; draft waiver forms; issue standard contracts following selection of goods/service providers, ensuring compliance with applicable rules and principles of transparency.

Procurement Process Control:

- Monitor bidding processes, maintain records and produce managerial reports in a timely manner.
- Liaise between contract owners and vendors to resolve issues; monitor contract execution including delivery of goods and services.
- Coordinate vendor performance evaluation; manage timely closure, termination or cancellation of contracts when necessary.

Provision of Logistical and Administrative Services:

- Coordinate shipment arrangements with the Mail Office and Programme Teams: tracking, customs clearing, delivery, goods inspection and acceptance, and recording.
- Coordinate Protocol processes with relevant authorities (e.g. MOFA, Customs and Tax Departments) related to shipments, vehicle purchases, renewal and licensing.
- Support the Budget & Finance Unit in recording asset and inventory procurement.
- 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)
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REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum five (5) years of experience in procurement and contract management, with proven experience in working on procurements of up to USD 150,000 for large works.

SKILLS/COMPETENCIES

- Thorough knowledge of procurement rules and procedures
- Excellent communication and negotiation skills, with the ability to liaise effectively with vendors and internal stakeholders.
- Ability to work independently on standard tasks while collaborating effectively with colleagues and stakeholders at all levels.
- Strong organizational skills and attention to detail, with the ability to manage multiple procurement processes simultaneously and meet deadlines.
- Good knowledge of Microsoft Excel and of an ERP (Enterprise Resource Planning) system.
- Client-oriented approach with a commitment to transparency, fair competition, and safeguarding the interest of the Institute.
- Proficiency in standard office software and procurement tools.

LANGUAGES

- Fluency (spoken and written) in English and Italian.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in a UN system organisation or international not-for-profit organisation.
- Professional certification in procurement (e.g. CIPS or equivalent).

LANGUAGES

- Knowledge of another official UN language is an asset (Arabic, Chinese, French, Russian, or 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

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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