



Post Title: **Administrative Assistant**
Domain: Research and Partnerships Division
Post Number: 1ITSCPA127TP
Grade: G-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 – 1 year
Deadline (midnight Trieste time): **09-JUL-2026**

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 overall supervision of the ICTP Director and the immediate supervision of the Senior Coordinator (Research and Partnerships), the incumbent will provide secretarial support to the Senior Coordinator, logistical and administrative support to the ICTP Director's Office, and assist the HR Unit with management of the time and attendance (T&A) system, dependency verification and implementation of pilot projects. Essential responsibilities include:

Administrative Support:

- Prepare documentation required to handle administrative matters within the Research and Partnerships Division and ICTP Director's Office, such as initiating procurement, HR, hospitality and other administrative requests, obtaining necessary authorizations and funding allocations.
- Provide day-to-day administrative assistance related to scientific staff, ICTP visitors and fellows; draft correspondence and documents for the signature of the ICTP Director and Sr. Coordinator (Research and Partnerships).
- Manage visitor processes using ICTP systems; provide logistical assistance for scientific visits and high-level delegations (accommodation, travel, visa), collaborating with other offices as necessary.
- Answer a wide range of information requests and inquiries on ICTP and UNESCO procedural matters; provide administrative support to the organization and advertising of scientific events, ICTP Prize and Award Ceremonies throughout the year.
- Generate financial and statistical reports; provide input into budget requests by preparing cost estimates and cross-checking financial data; support official duty travels and, for events outside ICTP, liaise with host organizations to prepare participation of the Director or Sr. Coordinator.

HR Support:

- As Super User, administer the ICTP/TWAS time and attendance (T&A) system: manage monthly justifications, time reports and overtime records; monitor absence records and ensure data consistency for payroll, UNESCO USLS and health insurance.
- Keep records of teleworking arrangements; provide procedural advice to staff and managers on T&A matters; generate reports as required, including unused leave entitlement calculations upon staff separation or contract change.
- Assist with dependency verification exercises; follow up on submission of forms and supporting documents; review documentation prior to submission of dependency recognition forms for the signature of the Sr. Human Resources Officer.
- Provide administrative and logistical support to pilot projects such as the childcare support grant and incorporation of RFA holders into payroll; compile the database for monitoring the validity of job descriptions.
- Perform additional activities as required to ensure the success of the work team, including logistical support for job interviews, training events and welfare activities.

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)
https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum 3 years of experience in an administrative or executive assistance position, preferably in an international environment.

SKILLS/COMPETENCIES

- Administrative and financial skills including monitoring of complex calendars, database management and budget monitoring; mastery of usual office software.
- Ability to prioritize, plan and organize own work in order to support three organizational units simultaneously.
- High level of reliability with a responsive and service-minded attitude; tact and discretion; ability to work harmoniously with counterparts of different cultural backgrounds.
- Flexible and adaptable team player with a client-oriented approach and strong sense of initiative.
- Sense of detail, accuracy and discretion in handling confidential HR and administrative matters.
- Strong communication and writing skills in English; ability to draft correspondence and documents to a high standard.
- Proficiency in standard office software; experience with database management tools and administrative information systems.

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in an international organisation or scientific/academic institution.
- Experience with visitors management systems, or with HR administrative systems, time and attendance tools, or ERP systems.

LANGUAGES

- Fluency in Italian or knowledge of other UN Official languages (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 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