THE WORLD ACADEMY OF SCIENCES
for the advancement of science in developing countries
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Post Title: **Coordination Officer**
Domain: TWAS
Post Number: 1ITSCPA057VC
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*)**:** **9 November 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) implements programmes and activities which aim to build scientific capacity in research and education in the developing world, in order to tackle national and regional challenges and to promote wellbeing and a sustainable future.

Under the overall delegated authority and direct supervision of the Director TWAS, the incumbent will provide strategic advice and support on the activities of TWAS, OWSD and IAP; strengthen collaboration and coordinate cross unit initiatives; and manage the office of the Director TWAS. The incumbent will be responsible for coordinating and finalising the preparation and approval of annual work programme and budgets and grant agreements; coordination and organisation of governance and statutory requirements; and for supporting the Director in the monitoring and reporting of programmes.

The post is envisaged as a Project Appointment during a period in which TWAS will work with ICTP, WWAP and UNESCO to establish a Science Hub in Trieste with a common adminstrative platform. The role will be impacted by decisions on the responsibilities and structure of the administrative platform.

Key role and responsibilities include:

1. Coordination & Advisory Role:

Act as the primary liaison between the organizational units of TWAS, with ICTP administration and UNESCO HQ. Coordinate communications from the Directors office with internal and external stakeholders, members, partners and donors; ensuring compliance with delegated authority and applicable standards. Manage the sensitive institutional correspondence with the stakeholders.

Manage the Executive Director (ED) office email/written communication, either by answering directly or relaying the queries to respective focal points or coordination of the preparation of complex answers requiring inputs from multiple individuals. Provide guidance to TWAS, IAP, OWSD staff on administrative requirements, ED's instructions and follow-up activities and review the documentation coming for ED signature to ensure compliance.

Assist the ED in fundraising activities, such as launching of campaigns to Members and preparation of project proposals in liaison with programme staff.\

Assist the ED in maintaining contacts with major donors, such as the Italian Ministry of Foreign Affairs and International Cooperation, as well as with UNESCO HQ, ICTP management and other international organizations based in Trieste and Italy.

Provide high level support to the Director; prepare briefings and talking points to ensure alignment with organizational priorities.

2. Membership & Committee Support:

Coordinate the planning of governance and membership activities for TWAS, OWSD and IAP. Serve as institutional focal point with TWAS President, Council and academic committees.

Lead the organisation of TWAS statutory activities including meetings and membership management.

Support the work of and ensure timely preparation and distribution of agendas, documentation, minutes and decisions of the ED and Academy governing and advisory bodies (TWAS Steering Committee, TWAS Council, Management Committee, General Meeting, Election Committee).

Manage the logistical organization of the meetings and supervise Office Assistant(s) on related logistical arrangements.

Attend the governing and advisory bodies' meetings (including the closed in-camera sessions, when applicable) and take minutes, summarize the main conclusions, and ensure related follow-up with utmost discretion, confidentiality and diplomacy.

Ensure the smooth running of the sessions, follow-up on the action points and liaison with the members between the sessions and maintain the archives of all meetings.

Maintain contacts with TWAS Members (currently over 1,400) composed of Nobel Laureates, ministers, internationally renowned scientists as well as regional partners (and chapters).

Manage the process of election of the TWAS Council every two years, in accordance with TWAS Statutes, Bylaws and regulations.

Draft sections of ED's narrative reporting to governing bodies and/or coordinate content with P staff. Prepare and analyse statistical data on membership and programmes and present the findings to the ED.

3. Work Programme & Budget Planning and Management:

Coordinate the identification of operational needs and the preparation and approval of the annual work programme and budget.

Coordinate the approval of extrabudgetary project and partnership proposals; and lead the preparation and finalisation of partnership and donor agreements.

Monitor the provision of administrative, human resources and financial allocations for programme implementation with the relevant services; and for compliance with the approved budgets, work priorities and objectives.

Provide assistance to the ED on sensitive personnel-related matters, ensuring maximum confidentiality and discretion and liaise with ICTP HR Unit. Maintain confidential and source files for the Academy and staff.

Serve as the focal point for UNESCO Core Manager and other UNESCO planning and reporting systems.

4. Monitoring & Follow up:

Track progress on governance decisions.

Develop and maintain an annual activities calendar and track progress on items.

Coordinate the quarterly monitoring of implementation of workplans, budgets and projects by Programmes and Finance; synthesise analysis and recommendations, and track agreed follow up actions.

Organise Coordinating Committee (management) meetings, maintain a record of and follow up on decisions.

5. Quality Control & Risk Management:

Assist the Director in implementation of risk management, business continuity and audit recommendations.

Ensure compliance with organizational frameworks by analysing UNESCO communciations on strategy, policy and process changes and recommending a roll out plan including training and tools.

Agree and monitor operational service standards. Identify and resolve or escalate implementation bottlenecks; and propose workflow/ process improvements.

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) in the field of Public Policy or Business Administration, International Studies or a related discipline.

WORK EXPERIENCE

- Minimum of 4 years of progressively responsible and relevant professional experience in management, finance and administration or related areas.

SKILLS/COMPETENCIES

- Ability to express ideas and concepts clearly and concisely in written and oral form;
- Proven ability to plan, manage and monitor the effective use of resources;
- Capacity to diagnose and resolve multiple and concurrent problems; a conceptual and strategic anlytical capacity to understand sometimes competing requirements of cross-cutting operations activities;
- Ability to effectively work with and support colleagues, fostering a positive and collaborative environment.

LANGUAGES

- Excellent knowledge (written and oral) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Program coordination experience in an international organisation.
- Experience in a scientific academic environment.
- Experience of dealing with the administration of grant and partnership agreements.

LANGUAGES

- Good working knowledge of other UN languages (Arabic, Chinese, French, Russian, Spanish).

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.
E-mail: personnel_office@ictp.it, phone: +39-040-2240-4595/4596/4695