



**Post Title:** Diploma Programme Consultant in Mathematics

**Domain:** ICTP

**Organizational Unit:** Abdus Salam International Centre for Theoretical Physics (ICTP)

**Primary Location:** Trieste, Italy

**Recruitment open to:** External candidates

**Type of contract:** Individual Consultant

**Available compensation budget:** Lumpsum payment in the amount of EUR 6200 upon successful delivery of the project

**Deadline (midnight, Trieste time):** 10 March, 2019

## OVERVIEW OF THE FUNCTIONS OF THE POST

ICTP ([www.ictp.it](http://www.ictp.it)) is seeking an Diploma Programme Consultant in Mathematics to address the organization's need in various aspects of ICTP Diploma Programme in Mathematics. The Diploma Programme Consultant in Mathematics, besides teaching a Math course as part of the Diploma Programme, will advise the Programme Coordinator, on best monitoring and evaluation practices relevant to the programme's planning and reporting objectives.

Compensation will be paid to the selected candidate upon achievement, confirmed by the Diploma Programme Coordinator, of the following goals:

### ACTIVITIES AND OUTPUTS:

1. Teach a Mathematics course in the Diploma Programme.
2. Assist the Head of the Diploma Programme in the coordination of courses, tutorials and activities for students.
3. Create a database of the past Diploma Programme in Mathematics, to record the information on current and former students, including University of origin and referees of his/her application.
4. In collaboration of ICTP's Public Information Office, design a webpage about the Mathematics component of ICTP's Diploma Programme containing a detailed description of the present courses and useful information for students willing to apply for graduate schools worldwide.
5. Develop partnerships with European and American Universities that could improve the success of ICTP students' applications to top graduate schools.

### TIMING:

- The initial anticipated timeframe for the assignment is 11 months. The timeline for carrying out the tasks above will be determined in line with the Diploma Programme requirements.

## REQUIRED QUALIFICATIONS

### EDUCATION

- PhD in Mathematics.

### WORK EXPERIENCE

- Experience in teaching Mathematics courses at least at the University level;
- Experience in educational improvement projects an asset;
- Experience in the usage of web-based systems oriented towards educational outreach and/or mathematics teaching material (desirable).

### SKILLS/COMPETENCIES

- Good overall understanding of ICTP's Diploma Programme and its objectives;
- Good teaching abilities;
- Good knowledge of web-based systems and their use in educational/teaching programs;
- Good interpersonal and communication skills, and excellent analytical skills;
- Fluency in English. Knowledge of Italian is an asset.

### SUPERVISORY ARRANGEMENTS

- The Consultant will be supervised by the Research Scientist, serving as the ICTP's Diploma Programme Coordinator.

## REQUEST FOR WRITTEN PROPOSALS

Candidates are invited to submit a written proposal containing:

- Curriculum vitae;
- Technical proposal consisting of:
  - i) a description of proposed approach and methodology for undertaking this assignment;
  - ii) a work plan with a detailed time frame and milestones related to the assignment.

### **MORE INFORMATION**

Candidates must use the ICTP's online application system which is accessible via ICTP's website at <https://www.ictp.it/about-ictp/personnel-office/employment.aspx>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

E-mail: [personnel\\_office@ictp.it](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695