Post Title: Senior Coordinator (Programmes & Advancement)
Domain: Programmes Section
Post Number: 1ITSC 0877TP
Grade: P-5
Organizational Unit: Abdus Salam International Centre for Theoretical Physics
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Deadline (midnight Trieste time): 28 September 2020

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

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.

The Programmes and Advancement Section focuses on raising funds for ICTP programmes, managing and promoting a wide range of ICTP educational and training programmes in support of scientists in their home countries, as well as providing opportunities for scientists to visit ICTP and carry out research at the Centre or in Italian laboratories.

Under the supervision of the Director ICTP, the incumbent will head the Programmes and Advancement Section and be responsible for leading institute advancement and fund raising, work with partner, associated and federated institutes, organization of education and training programmes, as well as ICTP conferences and events.

The incumbent will perform the following duties:

- Supervise and coordinate the work of the Units responsible for implementation of the ICTP training and educational programmes, external activities, outreach and institute advancement, as well as ICTP conference services. Establish priorities, work objectives and monitor the standards of excellence in performance, ensuring the effective use of human and financial resources and availability of necessary event management tools and systems. Promote good working practices and learning.

- Lead and coordinate the development of long-term strategic plan for ICTP advancement and outreach programme, devise ICTP outreach strategy to increase Centre's visibility and reach out to as many countries and scientific institutions as possible. Oversee the work of Public Information Office and incorporate it into the overall outreach strategy.

- Provide authoritative advice to the Director ICTP on the further enhancement of the Centre's Education Programmes. In collaboration with the heads of the scientific sections and programmes, develop a holistic and cohesive service across the various programmes on a 360 degrees basis. Oversee the work of Conference Support Service, organizing over 70 training and learning events annually, and direct the provision of event management services.

- Plan and devise strategies for the further development of the External Activities, the Associated and Federated Institutes and the Institute Advancement programmes, ensure successful implementation of the approved strategies and evaluate the impact of the activities implemented. Build strategic partnerships and alliances with other scientific institutions and potential donors. Develop resource mobilization strategies, negotiate with government authorities and key decision makers at scientific institutions the possibility of providing additional funding in support of ICTP scientific programmes. Strengthen the cooperation with other international organizations (such as IAEA) through synergetic activities and represent ICTP in negotiations as delegated by Director ICTP.

DEADLINE EXTENDED
• Coordinate and oversee the ICTP relationships with the newly established ICTP Centre in Rwanda (East African Institute for Fundamental Research), UNESCO Category II Institute. In collaboration with EAIFR Director, lead the work of Centre, provide vision and guidance on its management and development. Negotiate the financial support for the Centre and ensure its adequate staffing. Develop training programmes. Provide authoritative advice to the Director on further development of the Centre. Represent ICTP on the governing bodies of other Category II Institutes collaborating with ICTP, serve as one of key decision makers on their strategic direction and work priorities. Acts as focal point on analysis of applications, strategic value of and establishment of new partner institutes.

• Undertake front-line research, develop and implement scientific projects in own area of expertise. Lead the work of research groups, supervise the research work of postdoctoral research scientists and/or Diploma Course students, STEP students and ICTP Associates. Give lectures and scientific presentations during events and activities organized by ICTP and be responsible for the visiting and training programmes in own field of research.

• As a member or a chair of ICTP advisory bodies, advise the Director ICTP on scientific and administrative issues of major importance to the Centre, as well as directions for it's future development.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Communication
- Accountability
- Innovation
- Knowledge sharing and continuous improvement
- Planning and organizing
- Results focus
- Teamwork
- Building partnerships
- Driving and managing change
- Leading and empowering others
- Making quality decisions
- Managing performance
- Strategic thinking

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 (Ph.D. or equivalent) in Physics, Mathematics or related disciplines.

WORK EXPERIENCE
• Minimum of ten (10) years of relevant post-doctoral research experience in Physics, Mathematics or a related field, of which preferably 5 years at international level.
• Experience in the design, implementation and management of scientific projects.
• Experience in the teaching and/or mentoring of undergraduate or postgraduate students.
• Experience in resource mobilization, donor relations and/or outreach at the managerial level.
• Experience providing advice to senior leadership, including in supporting business process improvements.
• Demonstrated experience in supervising teams.

SKILLS/COMPETENCIES
• Ability to propose innovative approaches, enabling the institute to satisfy its specific business needs within the UNESCO framework.
• Strong organizational skills with ability to establish plans and priorities and effectively implement them.
• Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large number of staff in a multicultural environment with sensitivity and respect for diversity.
• Demonstrated ability to establish and maintain partnerships and to ensure a high-level coordination and cooperation with internal and external stakeholders.
• Excellent interpersonal and communication skills.

LANGUAGES
• Excellent knowledge (spoken and written) of English.
**DESIRABLE QUALIFICATIONS**

**Work Experience**
- Experience in planning and managing significant budgets.
- Experience in organizing scientific conferences and events.

**Languages**
- Good working knowledge of Italian or of another UNESCO official language (Arabic, Chinese, French, Russian, Spanish).

**BENEFITS AND ENTITLEMENTS**

UNESCO’s salaries are calculated in US dollars. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. 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. 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.

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.**