Post Title: Programme Assistant (three positions)

Domain: Conference Support Unit

Post Number: 1ITSC 0915TP / 1ITSC 0928TP / 1ITSC 0930TP

Grade: GS-4

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): 20 February 2021

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 authority of the Director, ICTP and the direct supervision of Division/Office/Section/Unit Head, the incumbent provides administrative support to ICTP programmes throughout their organizational phases, facilitates organization of activities and accomplishment of administrative transactions of the respective organizational unit of the Centre. Essential responsibilities include:

- Provide day-to-day secretarial and administrative assistance in all aspects of the organisation of the ICTP training, research activities and projects from preliminary planning to operational delivery and post-conference follow-up. This includes:
  - Keep the ICTP visitor management tool up to date; ensure correct coding and data quality control.
  - Provide support to visitors prior to arrival and during their stay; supply ICTP administrative offices with information necessary to make appropriate travel/visa/accommodation arrangements.
  - Keep regular contacts with faculty and participants of scientific activities/researches/projects, ensuring required deadlines are met and that rules, regulations and guidelines are duly applied.
  - Ensure completion of necessary out-processing requirements upon completion of the visit.
  - Assist in the preparation of the events announcements and their advertising.

- Process and file incoming correspondence for the research/programmes offices/units. Prepare in a final form a variety of outgoing correspondence and administrative documentation. Proofread outgoing written documents for completeness, grammatical and typographical accuracy and compliance with guidelines.

- Prepare cost estimates in accordance with budget availability, maintain and monitor activities budget, ensuring compliance with approved budgets and guidelines.

- Provide cost estimates for fund reservations, prepare cost reports, charts and tables for inclusion into scientific and financial reports.

- Assist scientists with duty travel, drafting documents, obtaining authorizations and liaising with the Travel Unit. Create and submit requests for procurement and follow up their processing. Maintain control over ordered goods/services.

- Initiate HR, hospitality and other administrative requests, obtaining necessary authorizations and funding allocations. Monitor the approval of the requests and follow up with relevant focal points on outstanding matters.

- Liae with external parties/agencies on the external funding of relevant activities, provide administrative support to fund-raising initiatives.
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

REQUIRED QUALIFICATIONS

**EDUCATION**
- Completed secondary, technical and/or vocational school.

**WORK EXPERIENCE**
- At least three (3) years of relevant working experience in secretarial or administrative tasks.

**SKILLS/COMPETENCIES**
- Ability to work quickly and efficiently under pressure, with minimum supervision, and to sustain limited periods with workload peaks.
- Ability to quickly switch full attention between subjects.
- Knowledge of general office and administrative support.
- High level of reliability with a responsive and service-minded attitude and behaviour.
- Good drafting skills.
- Good IT skills, proficiency in the use of MS Office (Word, Excel, Outlook, PowerPoint, etc.).

**LANGUAGES**
- Excellent knowledge (spoken and written) of English.
- Good knowledge (spoken and written) of Italian.

**DESIRABLE QUALIFICATIONS**

**WORK EXPERIENCE**
- Previous experience in an international environment.

**ADDITIONAL INFORMATION**

Only candidates who are entitled to work in the E.U. may apply to these positions. Please note that for these positions 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. 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.**