**Post Title:** Multimedia Assistant (two positions)

**Domain:** Information and Communication Technology Section (ICTS)

**Post Number:** 1ITSC1033TP / 1ITSC 1038TP

**Grade:** GS-3

**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):** 22 February 2021

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

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**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 direct supervision of the System and Network Assistant and under the overall supervision of the Head of ICTS, the incumbent will perform audio/video recordings and its post-production processing of lectures, interviews and video material, will provide support to audio and video conferencing in the lecture halls and for virtual meetings and to the speakers in the lecture halls during events. The incumbent will also take group photos of activities/participants. Essential responsibilities include:

- Perform video recordings ICTP activities and other events using the audio/video recording equipment. Perform basic post-production activities for all types of multimedia productions, using the specialized software. Upload videos to repositories at ICTP and on the internet.

- Provide basic technical assistance for the audio and video presentations for conferences and virtual meetings. Provide support to the speakers in the lecture halls during events and manage the facilities in the lecture rooms.

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**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 two (2) years of relevant working experience in administrative/technical support services.
- Experience in post-production activities (audio and video editing).

SKILLS/COMPETENCIES
- Good knowledge of standard computer hardware and software applications.
- Good knowledge of video recording equipment.
- Ability to work quickly and efficiently under pressure with minimum supervision.
- Ability to work in a team.
- Good interpersonal, communication and organizational skills.

LANGUAGES
- Excellent/very good knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES
- Working knowledge of software for post production of videos (e.g. Final Cut).

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

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.