The World Academy of Sciences (TWAS) aims at building scientific capacity in both education and research in developing countries. TWAS implements programmes to support and strengthen scientific research in Science and Technology Lagging Countries, in order to develop skills essential to tackle national and regional challenges and promote wellbeing and a sustainable future.

The TWAS enable young scientists from developing countries to apply for fellowships and other training schemes to gain skills and undertake high-level education. The fellowships allow successful candidates to experience a high standard of research with cutting edge equipment and high-end infrastructure in advanced laboratories at hosting partner institutions. Awarded fellows are encouraged to publish and attend international conferences. In addition, the Programme Offices also support opportunities for mobility and skill-building workshops, which aim at consolidating technical competencies and developing new ones, as well as establishing strategic collaborations for interdisciplinary research. Finally, an important aspect of the work will be to assist with collection of data for monitoring and evaluation.

**OVERVIEW OF THE FUNCTIONS OF THE POST**

Essential responsibilities include:

- Receive and log applications for Research Grants; check eligibility and assign applications to reviewers for evaluation, assist in organizing review committee meetings and minute taking; send out award letters.
- Prepare and follow up relevant documentation for the purchase of equipment and reagents for research grants; respond to procedural queries, keep the database up to date; request and receive final reports from grantees and upload into database.
- Receive and log applications for Postdoctoral Fellowships; check eligibility on the basis of established benchmarks and assist with the selection process; send out award letters according to approved templates.
- Follow guidelines by the Programme Coordinator to increase current outreach efforts by including new contacts into the database as instructed and carry out dissemination in target countries on specific programmes and calls as indicated by the Programme Coordinator; maintain the dissemination database; check the gender balance and geographical distribution for applications and awards; ensure that final reports and follow up forms are sent and received.
- Prepare support material for the organisation of the Science Diplomacy workshops; disseminate calls for applications to the list of recipients provided by the Supervisor; receive and log applications; assist with the selection process drafting lists, letters, receiving and sending correspondence; send out award letters; liaise with local host organization; communicate with attendees regarding their travel etc.; assist with the preparation of support material for the workshops.
- Prepare standard reports for the Executive Director and/or the Programme Coordinator including data and information on programme related activities.
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 education.

WORK EXPERIENCE
- A minimum of 2 years of work experience in providing general administrative or project support.

SKILLS/COMPETENCIES
- Good interpersonal skills including ability to draft official documents.
- Secretarial competency: drafting letters, structuring documents, minute taking.
- Knowledge of MS-Word, Excel, PowerPoint, internet and web resources.
- Professionality and promptness in communication

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

DESIABLE QUALIFICATIONS

WORK EXPERIENCE
- Experience in an international environment.
- Experience in the preparation of texts for communications, outreach and dissemination.
- Experience in handling quotations and communication with supplies and other partners as a desirable qualification.

ADDITIONAL INFORMATION

Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position 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

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.