



**Post Title:** Communications Assistant  
**Domain:** TWAS OWSD  
**Post Number:** 1ITSC0612VC  
**Grade:** GS-4  
**Organizational Unit:** The World Academy of Sciences (TWAS)  
**Primary Location:** Trieste, Italy  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Temporary Appointment (six months)  
**Deadline (midnight Trieste time):** **21 September 2022**

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

The Organization for Women in Science for the Developing World (OWSD) provides a suite of programmes (including PhD and Early Career Fellowships) to support women scientists from least developed countries. The objective is to increase their influence as scientific leaders in their field or institution and increase the role of women in development.

OWSD is a UNESCO programme unit and hosted by The World Academy of Sciences (TWAS) in Trieste, Italy. Since 1998 OWSD has been supported by Sweden's International Development Cooperation Agency (Sida) to provide PhD fellowships in science, technology, engineering and mathematics (STEM) subjects to women from least developed countries. In 2018, OWSD launched a cutting-edge programme to support early career women researchers in STEM. The Early Career strand is funded by Canada's International Development Centre (IDRC) and focuses on converting women's innovative ideas and solutions into products that will contribute to the social and economic development of their countries. These programmes build on the network and enthusiasm of nearly 9,000 OWSD members, all women scientists with postgraduate degrees, living and working in developing countries.

Under the overall supervision of the OWSD Programme Coordinator, the incumbent will be responsible for implementing the communications strategy as developed with the Programme Coordinator, including:

- Publishing regular Facebook, Twitter and Instagram entries, (among other social media) as well as implementing a schedule for publishing items across OWSD social media.
- Communicating OWSD initiatives, work, impact and activities of the organisation through its website, newsletter, and other platforms, following the established communication guidelines, including drafting announcements, short news items, and other materials (i.e. success stories) together with the Programme Coordinator.
- Designing, formatting and updating outreach materials and multimedia items and disseminating them online. Supporting the Programme Coordinator in gathering data and images for preparation of public information and other materials, updating, and filing.
- Monitoring and reporting results of communication efforts in print, broadcast and online media. Providing regular reports on numbers accessing OWSD digital communications (through google analytics, etc).
- Provide logistical and administrative support to organising OWSD events, production of publications, and smooth running of the website, including corresponding with website developers and database technicians.
- Additional activities that may be required to ensure the success of the work team.

### 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)  
[https://en.unesco.org/sites/default/files/competency\\_framework\\_e.pdf](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)

## REQUIRED QUALIFICATIONS

### EDUCATION

- Completed secondary education.

### WORK EXPERIENCE

- Minimum three (3) years of relevant working experience in communications production and/or writing, implementing communication strategies, advocacy and/or promotional campaigns or a related area.
- Capacity and flexibility to adapt to different cultural environments; cooperative behavior and positive attitude to undertake teamwork successfully. High level of comfort in a virtual professional environment. Experience in setting up and providing support to virtual events.
- Experience in working with web-based Content Management Tools and preparing messages for web audiences.

### SKILLS/COMPETENCIES

- Knowledge of standard office software such as MS-Word, Excel, PowerPoint, internet and web resources.
- Knowledge of additional design and formatting programmes (e.g. Adobe InDesign) an asset.
- Good knowledge of standard virtual platform operations.
- Ability to effectively communicate in a professional matter, both orally and in writing.
- Excellent knowledge of social media and ability to stay current on social media trends.

### LANGUAGES

- Excellent knowledge of English.

## DESIRABLE QUALIFICATIONS

### EDUCATION

- Advanced degree in communications an asset.

### WORK EXPERIENCE

- One year of experience in an international environment.

### LANGUAGES

- Knowledge of Italian.
- Knowledge of another official UNESCO language (Arabic, Chinese, French, Russian, Spanish)

## 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](http://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](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695

**AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES.**