



The Abdus Salam

International Centre for Theoretical Physics



- Post Title:** Secretarial Assistant
Domain: TWAS Office of the Executive Director
Post Number: 1ITSC1065VC
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: Fixed Term (two years)
Deadline (*midnight Trieste time*): 23 June 2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The World Academy of Sciences (TWAS) aims at building scientific capacity in developing countries. The TWAS Executive Director is the overall responsible officer for TWAS and the entire TWAS-IAP-OWSD Secretariat. The ED office secretariat is a central office and direct contact for stakeholders, TWAS Members, HQ and internal staff. Under the direct supervision of the Senior Secretarial Assistant, the incumbent is responsible for ensuring an efficient, effective and smooth-running ED office.

The incumbent will work in the Office of the Executive Director and will perform the following duties:

- TWAS General Meeting, General Conference and Business meetings: Responsible for logistical arrangements, document collection and preparation.
- ED missions: Preparation and completion of administrative documents, tasks and correspondence related to the TWAS ED's missions.
- Assistance to the Senior Secretarial Assistant in maintaining the institutional email correspondence on matters of direct competence delegated by the Senior Secretarial Assistant and the Executive Director. Drafts correspondence and maintains, updates proper electronic and hard-copy files/records/data sources. Provides assistance to the Senior Secretarial Assistant in the election of new TWAS Members by updating databases, liaising with nominators, referees, evaluation committees.
- Fundraising: Assists in preparation of project proposals through collating of statistical data, preparation of graphs, charts, tables for use and scrutiny by the TWAS ED.
- Performs any additional activities that may be required to ensure a smooth-running and efficient Executive Director's Office.

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)
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REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school

WORK EXPERIENCE

- Minimum three (3) years of relevant experience in secretarial tasks, preferably assisting the executive head of the organization or senior manager.

SKILLS/COMPETENCIES

- Strong organizational skills with emphasis on accuracy and detail.
- Very good analytical and problem-solving skills, with ability to identify issues and provide options.

- Experience with data analysis, reconciliations and reporting.
- Ability to prioritize, plan and organize own work in order to respect deadlines.
- Knowledge of general office and administrative support.
- Good computer skills, proficiency in the use of MS Office (Word, Excel, Outlook, PowerPoint, etc.).

LANGUAGES

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

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- One year of experience in an international environment.

LANGUAGES

- Knowledge of French

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.