Post Title: Programme Assistant (Grants and Mobility)

Domain: TWAS Programme Offices

Post Number: 1ITSCPA035VC

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: Project Appointment (12 months)

Deadline (midnight Trieste time): November 26 2020

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 both research and education 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.

TWAS enables scientists from developing countries to apply for funds to support their research. The funds can be used to purchase equipment and infrastructure for their laboratory, consumables, open-access publishing and travel to international conferences, mobility and skill-building workshops, which aim at consolidating technical competence and developing new ones, as well as establishing strategic collaborations for interdisciplinary research.

Under the immediate supervision of the TWAS Programme Coordinator, the incumbent will assist and help with data and information collection for reporting needs to the donor(s), handle communications to awardees and suppliers, collect and verify documentations, prepare and log forms and reports, essential for the continuation of the programmes.

The incumbent will work closely with the supervisor and colleagues in order to discuss and coordinate various activities related to the programmes, follow specific instructions for various procedures, for example those related to the receipt of proforma/quotations for equipment and reagents.

Essential responsibilities include:

• Process applications for Research/Mobility Grants via the online forms portal; check eligibility and assign applications to reviewers for evaluation, arrange and facilitate review committee meetings and minutes taking; send out award letters; liaise with awarded scientists for travel arrangements and cooperation visits as part of the mobility schemes.

• Prepare relevant documentation for the purchase of equipment and reagents for research grants; respond to daily queries, keep the database up to date; request and receive final reports from grantees and upload into database.

• Send out follow up forms and insert narratives into the database; screen feedback and reports to identify success stories and cases indicating impact; collate success stories and impact cases integrating them with photographs and up to date information. Ensure that both electronic and hard copy archives are up to date.

• Support outreach efforts and carry out dissemination activities in target countries; help to expand the dissemination database; monitor gender balance and geographical distribution of received applications and awards.

• Make logistical arrangements for the skill-building workshops; manage logistics and communication with attendees; prepare support materials for the workshops.

• Respond to urgent requests by the Executive Director and/or the Programme Coordinator for data, information and 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, technical or vocational education.

**Work Experience**
- Minimum three (3) years of general secretarial or administrative support working experience.

**Skills/Competencies**
- Ability to draft correspondence, structure documents, take minutes.
- Knowledge of standard office software such as MS-Word, Excel, PowerPoint, internet and web resources.
- Ability to effectively communicate in a professional matter, both orally and in writing.

**Languages**
- Excellent knowledge (spoken and written) of English.

### DESIRABLE QUALIFICATIONS

**Work Experience**
- Experience in an international environment.
- Experience in handling quotations and communication with suppliers.

**Languages**
- Very good knowledge (spoken and written) of German.
- Knowledge of another official UNESCO languages (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
- 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.