Post Title: Associate Programme Officer

Domain: TWAS Fellowships, Awards & Prizes, Grants Unit

Post Number: 1ITSCPA036VC

Grade: P-2

Organizational Unit: The World Academy of Sciences (TWAS)

Primary Location: Trieste, Italy

Recruitment open to: Internal and external candidates

Type of contract: Project Appointment

Deadline (midnight Trieste time): 30 July 2021

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. In order to achieve its mandate, TWAS implements programmes for high level education, research training, mobility, transfer of skills, rewarding scientific excellence, and science diplomacy.

Under the authority and general guidance of the Programme Coordinator, the incumbent will serve primarily as Assistant Manager of TWAS Programmes, with the focus on selected programmes and activities. The incumbent will contribute to design and development of new programmes in the context of the Academy's expanding capacity building effort. The incumbent will represent the Capacity Building Programmes Unit during at meetings and events and liaise with partners and collaborating institutions. In particular, s/he will perform the following duties:

- Support the implementation and administration of some of the programmes of TWAS, including the PhD and Postdoctoral Fellowships Programmes, the Research Grants Programme, the Awards, the range of Exchange and Mobility Programmes, TWAS Regional Partners.
- Organize assigned activities related to conferences/workshops, monitor associated administrative procedures, check and contribute to workplans, submission of Partner Agreements, carry out reporting and evaluations.
- Review applications for programmes and contribute to various selection committees.
- Draft and compile annual reports on the activities of some programmes, for sending to donors and other parties.
- Deliver presentations on TWAS Programmes to various audiences and represent the unit at meetings, conferences, panel sessions, increasing the visibility of TWAS programmes to attract the interest of potential donors.
- Participate in the writing and preparation of proposals to be submitted to donors for approval.
- Contribute to the design and development of new programmes based on the agreements reached with donors and sensitive to both the strategic priorities of the donors and the TWAS Strategic Plan by reading relevant documents, writing sections and appropriate texts, preparing tables or diagrams, liaising with colleagues at UNESCO HQ.
- Represent the unit at meetings, conferences, panel sessions as required, increasing the visibility of TWAS programmes to attract the interest of potential donors.
- Participate and facilitate the Monitoring and Evaluation efforts of the Academy in relations to selected programmes; assist with the refinement of follow up forms and the gathering of data from these forms, support the identification of impact indicators for TWAS Programmes together with the consultant, help devising a strategy for monitoring and evaluation, oversee the collection of examples of impact for selected TWAS Programmes.
- Support the risk management exercise and its associated actions to identify risks.
COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Communication.
- Accountability.
- Innovation.
- Knowledge sharing and continuous improvement.
- Planning and organizing.
- Teamwork.
- Professionalism.

For detailed information please consult the UNESCO Competency Framework.

REQUIRED QUALIFICATIONS

**Education**
- Advanced University degree (Master's or equivalent) in Natural and Social Sciences and/or related fields.

**Work Experience**
- At least two years of professional experience in the running and implementation of capacity building programmes, including procurement of goods, equipment and services.

**Skills/Competencies**
- Excellent written and oral communication skills.
- Excellent organizational ability to manage priorities.
- Demonstrated ability to set up and contribute to the effective structuring of new programmes for capacity building.

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

DESIABLE QUALIFICATIONS

**Work Experience**
- Minimum one year of professional experience in an international environment.
- Experience in capacity building activities in an African context.

**Languages**
- Good level (written and spoken) of Italian.
- Knowledge of another official UNESCO language (Arabic, Chinese, French, Russian, Spanish)

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. To apply, please visit the UNESCO careers website. 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.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

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.