OVERVIEW OF THE FUNCTIONS OF THE POST

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 Programme Offices offer grants for research projects as well as applications of scientific knowledge. In addition, Programme Offices 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.

The incumbent will represent the Capacity Building Programmes Unit and will perform the following duties:

• Receive and log applications for TWAS capacity building programmes; check eligibility on the basis of established benchmarks 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 grants and travel for mobility; respond to procedural queries, keep the database up to date; request and receive final reports from grantees and upload into database.
• Prepare support material for the organisation of 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.
• 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.
• Read feedback forms and final reports, suggest outstanding cases to examine, help with documentation of impact by compiling notes and photographs into slides and documents.
• Prepare standard reports for the Executive Director and/or the Programme Coordinator including data and information on programme related activities.
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

REQUIRED QUALIFICATIONS
EDUCATION
• Complete secondary, technical or vocational education.

WORK EXPERIENCE
• Minimum of two (2) years of work experience in secretarial, general administrative or project management support or a related field.

SKILLS/COMPETENCIES
• Ability to work as part of a team and in an international and multicultural environment, with tact and sensitivity for diversity.
• Excellent communication skills, including ability to effectively communicate in a professional matter, both orally and in writing.
• Ability to draft correspondence, structure documents, take minutes.
• Excellent organizational and interpersonal skills.
• IT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint, etc) internet/web resources.

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

DESIRABLE QUALIFICATIONS
• University degree in the field of natural sciences or in a humanistic subject, or related fields.
• Relevant work experience in an international environment/organization/institution.
• 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
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