



Post Title: Programme Assistant
Domain: TWAS Capacity-Building Programmes Unit
Post Number: 1ITSCPA041VC
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 (one year)
Deadline (midnight Trieste time): **18 May 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 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.

The TWAS Programme Offices enables scientists from developing countries to apply for doctoral training, exchange research visits, and for funds to support their projects. PhD Fellowships are key to provide high-level skills in research, as well as a whole range of soft skills useful to tackle challenges and promote growth. Mobility catalyzes the forging and strengthening of collaborations between scientists, which are often strategic for interdisciplinary research. Grants allow researchers to gain access to equipment and consumables for experiments and/or data for theoretical studies. TWAS Programmes can contribute to reducing inequalities between developed and developing countries.

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

- Receive and log applications for TWAS Programmes such as PhD Fellowships via the online forms portal; check eligibility and assign applications to reviewers for evaluation, assist in organizing review committee meetings and minute taking; send out award letters; prepare fellowship contracts, liaise with awarded scientists for the arrangement of flights. Manage fellowship extensions, ensuring financial closure at the end of fellowships.
- Assist with the preparation and follow up of relevant documentation for the awards; respond to daily queries, keep the database up to date; request and receive final reports from awarded scientists 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. Make sure both electronic and hard copy archives are up to date.
- Provide support to outreach efforts and carry out dissemination in target countries; help to expand the dissemination database; check gender balance and geographical distribution for applications and awards.
- Assist with the organisation of skill-building workshops. Communicate with attendees. Provide support with the logistics for local and international meetings, i.e. prepare support material for the workshops such as agenda/curriculum, list of participants, invitation letters etc., request financial approvals and disbursements, correspond with participants, execute travel arrangements.
- Respond to urgent requests by the Executive Director and/or the Programme Coordinator for data, information and programme related activities. Prepare statistical tables, graphs and charts for various reports to internal and external stakeholders.

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

REQUIRED QUALIFICATIONS

EDUCATION

- Secondary education.

WORK EXPERIENCE

- Minimum three (3) years of relevant secretarial and/or administrative support experience.
- Experience in an international environment, as well as in handling contract documentation, will be a clear advantage.
- Ability to work with others and fit into a team.

SKILLS/COMPETENCIES

- Ability to draft correspondence, structure documents, take minutes.
- Ability to effectively communicate in a professional matter, both orally and in writing.
- Excellent written and oral communication, organizational and interpersonal skills.
- Knowledge of standard office software such as MS-Word, Excel, PowerPoint, internet and web resources.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

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

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.