



The Abdus Salam

# International Centre for Theoretical Physics



**Post Title:** Associate Finance and Fundraising Officer  
**Domain:** Administration Unit  
**Post Number:** 1ITSCPA042VC  
**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*): **13 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 Science (TWAS) is a UNESCO Programme and has its office at Trieste Italy. TWAS organizes and manages various programmes (fellowships, grants, awards) and conferences/meetings. TWAS hosts the Organization for Women in Science for the Developing World (OWSD) and The Inter Academy Partnership (IAP). Fundraising is essential for TWAS and there is a growing the need to receive professional support for fundraising initiatives.

TWAS collaborates closely with Bureau of Financial Management (BFM) and Bureau of Strategic Planning (PSP) in order to manage the financial, budgetary and contractual aspects of TWAS and the hosted organizations and provide relevant reports to the governing bodies.

The incumbent reports directly to the Executive Director and collaborates closely with all Programmes Specialists of TWAS and the hosted organizations in order to provide support on budget, accounting and procurement matters.

The incumbent shall supervise the team responsible for budget and finance, procurement and other office support services, provided to approximately 40 staff.

Under the direct supervision of the TWAS Executive Director the incumbent will:

- Assist the Executive Director in fundraising. Explore new funding possibilities and identify potential donors. Engage (in person or remotely) with prospective individual donors and entities for the purpose of investigation of counterpart's interest in TWAS, Launch fundraising campaigns to Members and prepare project proposals in liaison with TWAS programme coordinator(s). Liaise with the Public Information Officer for profile-raising events. Ensure that signed cooperation agreements are in line with UNESCO rules and regulations, and that financial contributions are properly accepted and recorded. Prepare Standard Operating Procedures for acceptance of donor contributions. In collaboration with Programme Coordinators, ensure timely preparation of financial reports to donors.
- Collaborate with Bureau of Financial Management (BFM) and Bureau of Strategic Planning (PSP) on all budget and accounting matters and advise the Executive Director and Programme Coordinators on UNESCO financial rules and regulations. Review existing financial processes with a view of achieving higher efficiency and propose improvements. Document the revised work processes and ensure their proper implementation.
- Perform accounting and budget registrations in the relevant systems. Provide reports regarding budgets, spending and the endowment fund to the TWAS Executive Director and the Programme Specialists. Act as one of the Certifying Officers (CO) at TWAS for limited amounts. All certifications above the threshold must be certified by the CO at HQ.
- Supervise a small team of staff supporting budget and finance, procurement and IT and general office support operations, ensuring the effective and efficient delivery of services. Foster teamwork and communication among staff, motivate colleagues and promote work ethics.

## 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 Degree or equivalent) in public or business administration, natural science, communications, management, or other relevant field.

### WORK EXPERIENCE

- Minimum of two (2) years of progressively responsible work experience in administration and fundraising.
- Professional experience in a non-profit organization.
- Proven experience in Finance and Administration matters.
- Proven experience in fundraising and experience in building partnerships with private and public funding agencies.

### SKILLS/COMPETENCIES

- Ability to work both independently without close oversight, but also as a team player who will productively engage with colleagues and counterparts at varying levels of seniority.
- Excellent coordination, organization and planning skills.
- Ability to work in a multi-cultural environment.
- Excellent communication skills, both written and oral.

### LANGUAGES

- Excellent knowledge (written and spoken) of English.

## DESIRABLE QUALIFICATIONS

### WORK EXPERIENCE

- Minimum one year of professional experience in an international environment.
- Proven experience in fundraising and experience in building partnerships with private and public funding agencies.

### 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](https://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](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695

## AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES.