



**Post Title:** Associate Programme Officer  
**Domain:** TWAS Capacity-Building Programmes Unit  
**Post Number:** 1ITSCPA044VC  
**Grade:** P-1  
**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 July 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. In order to achieve its mandate, TWAS implements programmes for high level education, research training, mobility, transfer of skills. As a result of recent growth in some of these programmes, the new PA position will provide assistance in coordination, implementation and management of a selected set of programmes. Communications and interactions with partner organizations will also be a key component of the work.

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:

- Monitor the work cycle of some TWAS programmes and help with the implementation of such programmes: finalize and approve opening of calls, screen applications and check quality of research proposals, conduct selection meetings, approve payments, check letters and communications, coordinate and liaise with staff working on specific programmes, monitor the progress of the programmes, etc.
- Oversee the preparation and organisation of workshops and events, also liaising with the donor; provide guidance regarding the communication with attendees; supervise the preparation of support material for the workshops.
- Prepare and submit narrative reports, write and send communications, compile presentations and various documents as required; prepare the initial drafts of agreements and contracts for the review of the Coordinator; ensuring compliance with UNESCO rules and regulations applicable for the execution of programmes and projects.
- Implement and coordinate outreach efforts to dissemination information about TWAS programmes in target countries; contribute to expanding 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.
- Prepare budgets in accordance to the project/programme work plans; identify and propose improvements to procedures; monitor timely submission of recruitment, procurement and financial requests and compliance to policies, guidelines and operating procedures for efficient and effective delivery of programmes.
- Liaise with colleagues in different organizations/units for coordination of programmes and activities.
- Respond to urgent requests by the Executive Director and/or the Programme Coordinator for data, information and 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)  
[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**

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

### **WORK EXPERIENCE**

- Professional experience of one – two years in project or programme management, administration or a related area, of which preferably one year at the international level.
- Previous work in an international environment is essential, either in research or in programme management.
- A track record, even if limited, in research is an asset.

### **SKILLS/COMPETENCIES**

- Excellent written and oral communication, organizational and interpersonal skills.
- Ability to communicate with scientists and other programme managers.
- Experience and skills in programme implementation are highly desirable.

### **LANGUAGES**

- Excellent knowledge of English.

## DESIRABLE QUALIFICATIONS

### **WORK EXPERIENCE**

- One year of experience in an international environment.
- Knowledge 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. 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.

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.**