



**Post Title:** **Technical Lead (Conference Services)**  
**Domain:** Programmes and Advancement Section  
**Post Number:** 1ITSC 0978TP  
**Grade:** GS-6  
**Organizational Unit:** Abdus Salam International Centre for Theoretical Physics  
**Primary Location:** Trieste, Italy  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Fixed-Term  
**Deadline (midnight Trieste time):** **04-DEC-2023 (EXTENDED)**

**UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism**

## OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Under the overall authority of the Director of ICTP and the direct supervision of the Senior Coordinator (Programmes and Advancement) or his/her designee, the incumbent will assist with the preparation and implementation of annual programme of activities at ICTP, including hosted activities. He/she will coordinate the work of the team of Programme Assistants who support the implementation of activities (workshops, conferences, schools) at ICTP. Essential responsibilities include:

Activities planning and implementation:

- Assist with the preparation and implementation of the annual programme of activities at ICTP.
- Prepare the call for proposals, monitor the submission of proposals and manage their distribution for evaluation.
- Compile the final list of annual activities for approval by the ICTP Director.
- Support the implementation of the annual programme and monitor progress.
- Periodically review the operating procedures and internal event management procedural guidelines to ensure they meet the evolving needs.
- Work with Information and Communication Technology Unit on the improvement of the visitor/event management software.
- Liaise with other parts of the organisation to make necessary logistical arrangements for the preparation and implementation of the annual programme.
- Assist with the implementation of hosted activities at ICTP
- Act as focal point for receiving outside proposals for hosted activities and provide logistical and administrative support to organizers of these activities in cooperation with the Director's Office.

Team coordination:

- Lead a team of Programme Assistants who support the implementation of activities (workshops, conferences, schools) at ICTP.
- Plan and distribute work, monitor workload and supervise the implementation of activities.
- Guide and train colleagues as required and assist with resolution of non-standard queries.

## 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**

- Completed secondary, technical and/or vocational school.

### **WORK EXPERIENCE**

- Minimum (8) years of relevant working experience in programme and conference management and in administrative function
- Experience dealing with technical and administrative issues
- Experience in managing teams / supervisory role

### **SKILLS/COMPETENCIES**

- Knowledge of standard office computer applications (MS Office, SAP, etc.).
- Ability to analyse complex issues, show initiative and propose appropriate solutions.
- Good interpersonal, organizational and coordination skills.
- Flexibility to adjust work schedules and priorities.
- Capacity to deal efficiently and tactfully with different partners/institutions and other stakeholders at all levels in a multicultural environment.
- Excellent communications skills (oral and written), including excellent drafting skills in English

### **LANGUAGES**

- Excellent knowledge (spoken and written) of English.

## DESIRABLE QUALIFICATIONS

### **WORK EXPERIENCE**

- Experience in an international environment or in a scientific organization.

### **LANGUAGES**

- Knowledge of another UN official 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](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695

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