

Post Title: **Administrative Assistant**
Domain: TWAS
Post Number: 1ITSCPA047VC, 1ITSCPA048VC, 1ITSCPA050VC
Grade: GS-4
Organizational Unit: The World Academy of Sciences (TWAS/OWSD)
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Project Appointment
Deadline (midnight, Paris time): **02-AUG-2024**

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

Only candidates who are entitled to work in Italy may apply to these positions

OVERVIEW OF THE FUNCTIONS OF THE POST

The Organization for Women in Science for the Developing World (OWSD) provides a suite of programmes to support women scientists from low- and middle-income countries. The objective is to enhance their influence as scientific leaders in their fields or institutions and increase the role of women in development. OWSD is a UNESCO programme unit and hosted by The World Academy of Sciences (TWAS) in Trieste, Italy. OWSD's programmes build on the network and enthusiasm of over their 10,000 members, all women scientists with postgraduate degrees, living and working in developing countries.

Under the overall authority of the TWAS Executive Director and the OWSD Programme Coordinator, the incumbent will carry out a wide range of administrative tasks supporting programme development, implementation, and communications.

In particular, the incumbent will:

Programme Development

- Assist with fundraising efforts by contributing information, data and visuals to various documents related to fundraising, reporting, and outreach.
- Draft text and contribute to a variety of programme development related activities (e.g. new collaboration with institutes, concept notes to funders, and collaboration requests to technical partners).
- Help guide partners (including National Chapters and Implementing Partners) through standard procedures and forms.
- Identify and propose improvements to procedures, practices and databases and follow-up as appropriate.
- Provide guidance to new staff, technical partners, consultants, and interns on programme activities and tasks.
- Respond to requests from the Director, Programme Coordinator and/or external stakeholders for statistical tables and charts and information on programme-related activities especially regarding impact.

Outreach and Communications

- Assist with communications and outreach to potential partners by drafting correspondence, organising meetings, and liaising with relevant UNESCO country/field offices and other partners (e.g. other UN Agencies) to ensure the programme is clearly communicated and stakeholders are informed.
- Receive, analyse and respond to queries from programme partners and beneficiaries; provide guidance on UNESCO procedures and rules; monitor progress in various types of contracts.
- Request and process follow-ups and final reports from institutes, implementing partners, consultants, service providers, and awardees to ensure that deliverables and timeline are respected, and necessary narrative and financial reports are received.
- Examine reports and follow network communications to identify interesting and outstanding cases that illustrate programme successes; contribute to the presentations showcasing the impact of programmes.

Programme Implementation

- Assist with effective and timely management of various types of contracts (i.e. Implementation Partnership Agreements, Individual Consultant Agreements, Contract for Services, etc.) with partners, institute, and individuals.
- Draft contracts, partnership agreements, or purchase orders using standard templates. Assist with documentation for UNESCO Contracts Committee, and support beneficiaries' requests for goods in compliance with UNESCO's procurement procedures; where appropriate, ensure disbursement of funds and liaise with implementing partners, awarded scientists, or suppliers about administrative and logistical arrangements.
- Prepare expenditure estimates in order to ensure fund allocations, liaise with colleagues for further clearances as required and submit documentation for processing to ensure timely disbursement of funds.
- Create and manage vendors in UNESCO's finance system; receive and review invoices, payment and reimbursement requests; prepare and submit payment orders for processing in compliance with UNESCO financial rules and procedures.
- Prepare and launch calls, receive and log applications for OWSD's Programmes; confirm eligibility of applicants and assign to reviewers for evaluation.
- Provide logistical, administrative and technical support for in-person and online meetings, skill-building workshops, partnership meetings, seminars and trainings, prepare support material such as invitations, agenda/curricula, expenditure forecasts, correspond with participants regarding travel arrangements, take minutes.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Accountability (C)
- Communication (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Professionalism (C)
- Results focus (C)
- Teamwork (C)

For detailed information please consult the **UNESCO Competency Framework**
https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum (3) years of relevant working experience in general administrative roles.

SKILLS/COMPETENCIES

- Solid computer skills and proficiency in the use of MS Office (Word, Excel, Outlook, PowerPoint, etc.).
- Familiarity with data management systems and communication tools, internet, web resources and social media.
- Excellent communication and teamwork skills.
- Good organizational, coordination, and problem solving skills.
- Ability to ensure efficiency in challenging situations and to work in teams.
- Experience with Enterprise Resource Planning (ERP) system.

LANGUAGE

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Experience in an international organization or educational institute.
- Experience in organising meetings and handling contracts is an asset.

LANGUAGE

- Knowledge of another official language of UNESCO (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.

AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES

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.

The approximate annual starting salary for this post is 37 599 EUR.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

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.

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