



Post Title:	Programme Assistant
Domain:	Conference Support Unit
Post Number:	1ITSC TA024TP
Grade:	GS-4
Organizational Unit:	Abdus Salam International Centre for Theoretical Physics
Primary Location:	Trieste, Italy
Recruitment open to:	Internal and external candidates
Type of contract:	Temporary Appointment (11 months)
Deadline (<i>midnight Trieste time</i>):	28-NOV-2024

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, ICTP and supervision of the Senior Coordinator (Programmes & Advancement), the incumbent provides administrative support to ICTP programmes throughout their organizational phases, facilitates organization of activities and accomplishment of administrative transactions of the respective organizational unit of the Centre.

Essential responsibilities of the functions include:

- Provide day-to-day administrative assistance related to ICTP visitors and fellows. Keep the ICTP working tool for visitor management up to date, review and ensure the quality control of the data. Update and code financial/visit status, function and selection criteria
- Provide guidance and training on the use of the tool to new/more junior staff.
- Assist in the organization and advertising of scientific events and programmes within Division/Section/Unit
- Book venues for the events. Register and in-process visitors and provide support necessary during their stay by making appropriate travel/visa/accommodation arrangements and answering their queries of procedural matters. Ensure completion of necessary out-processing requirements upon completion of the visit.
- Process and file incoming correspondence for the research/programmatic offices/units. Prepare in a final form a variety of outgoing correspondence and other administrative documentation
- Proofread outgoing written documents for completeness, grammatical and typographical accuracy and compliance with guidelines. Provide procedural guidance on preparation of documentations to scientific and administrative staff of the organizational unit.
- Generate financial and statistical reports, monitor the use of funds, ensuring compliance with approved amounts and guidelines
- Provide input into preparation of budget requests and financial updates by preparing cost estimates and calculations and cross-checking the financial data.
- Prepare graphs, charts, tables for inclusion into scientific and administrative reports. Prepare visual materials for and format and finalize presentations.
- Make travel arrangements for staff, initiate procurement, HR, hospitality and other administrative requests, obtaining necessary authorizations and funding allocations. Monitor the approval of the requests and follow up with relevant focal points on outstanding matters.
- Liaise with external parties/agencies on the external funding of relevant activities, provide administrative support to fund-raising initiatives
- Additional activities that may be required to ensure the success of the work team

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

- Completed secondary, technical and/or vocational school education.

WORK EXPERIENCE

At least three (3) years of relevant working experience in areas related to secretarial, administration or related fields.

SKILLS/COMPETENCIES

- Ability to quickly switch full attention between subjects
- Ability to work as part of a team and under tight deadlines, to deal with complex and sensitive situations and flexibility to adjust work schedules
- Knowledge of general office and administrative support
- Ability to prioritize, plan and organize and prioritize workloads to respect established deadlines.
- Good drafting skills.
- Good IT skills, proficiency in the use of MS Office (Word, Excel, Outlook, PowerPoint, etc.)
- High level of reliability with a responsive and service minded attitude and behaviour

LANGUAGES

- Excellent knowledge (spoken and written) of English.
- Good knowledge (spoken and written) of Italian.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Similar working experience with diverse organizations in the region or within the United Nations system or in an international organization/institution

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.

For more information in benefits and entitlements, please consult ICSC website.

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:

Strada Costiera, 11 I-34151, Trieste, Italy • Tel. +39 040 2240111 • Fax. +39 040 224163 • pio@ictp.it • www.ictp.it

ICTP is governed by UNESCO, IAEA and Italy, and is a UNESCO Category 1 Institute

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