



Post Title: Associate Executive Officer
Domain: Office of the Director
Post Number: 1ITSC 0895TP
Grade: P-2
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): **09-APR-2026**

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 guidance of ICTP Director, the post will provide high level support to ICTP Director and Deputy Director, coordinate the work processes of the Office of the Director, act as a liaison with other organizational units of ICTP and facilitate the collaboration with the external stakeholders. The incumbent will have a key role in preparing and organizing the semi-annual meetings of the ICTP governing bodies - Steering Committee and Scientific Council, ensuring the smooth running of the sessions, follow-up on the action points and liaison with the members between the sessions. He/she will support the work of ICTP advisory bodies, ad-hoc committees and the working groups and document their recommendations to the ICTP Director.

The incumbent will perform the following functions:

Senior management support:

- Provide high-level support to the ICTP Director and Deputy Director, including preparation of briefings and talking points for internal and external meetings and official visits. Monitor the implementation of management and policy decisions taken by the Director and oversee the organization of high-level visits to ICTP.

Internal and external collaboration:

- Act as liaison between the Office of the Director and ICTP organizational units, ensuring effective information flow and workflow coordination. Make recommendations to streamline internal administrative procedures and improve workflows.
- Facilitate collaboration with internal and external partners, including UNESCO (ADG/SC), IAEA (DDG/NA and DDG/NE), Italian government authorities, UN system organizations, the Trieste Science System, and leading academic and research institutions worldwide. Prepare institutional briefs on ICTP history, governance, and collaborations with UNESCO and IAEA, as requested by the ADG/ICTP.
- Undertake international travel and coordinate with Senior Management on the implementation of the Strategic Plan

Meeting and Committee support:

- Coordinate the organization of meetings of ICTP Governing Bodies (Steering Committee and Scientific Council), ensuring smooth execution. Prepare agendas, attendee lists, meeting documentation, and oversee logistical arrangements and related side events. Serve as Secretary, documenting proceedings, tracking action points, following up on implementation, and ensuring proper archiving of statutory documents.

- Coordinate meetings of ICTP advisory and internal committees (e.g. Academic Committee, Management Committee, Faculty, ad hoc committees and working groups), including agenda setting, documentation of action items, progress tracking, and follow-up in coordination with the respective Chairs.
- In coordination with Programmes and Advancement Section, liaise with UNESCO/HQ focal points on the evaluation of selected ICTP programmes
- Prepare briefings requested by the DG/DDG offices of UNESCO and IAEA as required
- 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

- Advanced University degree (Masters or equivalent) in International Development, Public Administration, Political Science, Management, Science Policy or a related field.

WORK EXPERIENCE

- At least 2 years of relevant professional experience in supporting senior management or governing bodies in an international or intergovernmental organization or Educational Institution
- Experience in tracking and following up on management and policy decisions and Coordinating official visits and high-profile delegations

SKILLS/COMPETENCIES

- Proven ability to coordinate across multiple organizational units and engage effectively with high-level internal and external partners
- Ability to manage multiple priorities, coordinate high-level meetings and visits, and ensure timely follow-up on decisions and action points
- Demonstrated capacity to analyze administrative processes and propose practical improvements to enhance efficiency and coherence
- Ability to work independently, meet deadlines, and deliver high-quality outputs in a complex, multicultural environment

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Familiarity with UN system governance, decision-making processes, and inter-agency coordination is a strong asset

LANGUAGES

- Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish) or Italian is an asset.

ADDITIONAL INFORMATION

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, phone: +39-040-2240-595/596/695

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