



Post Title: Senior Administrative Assistant
Domain: Mathematics Unit
Post Number: 1ITSC 0919TP
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): **01-MAY-2025**

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 Head of Section/Senior Research Scientist, Mathematics Section, the incumbent provides high-level administrative support services in a range of specialized areas and plays a lead role within the unit in ensuring application and compliance with the rules, regulations, policies and practices in place.

Essential responsibilities include:

1. General Accountabilities

- Act as focal point for information and clarification on matters related to administration which may require explanation
- Produce the documentation required to handle all administrative matters of the Section/Groups and complete administrative coordination of the Mathematics Section
- Provide guidance and interpretation on administrative rules, regulations and procedures
- Advise on operational and technical routine transactions
- Recommend process and system related modifications and improvements to support successful administration
- Interpret provisions and provide guidance on complex and non-recurring issues

2. Financial Accountabilities

- Advise and assist on administrative matters for their final decision making related to the Section and to its scientific activities
- Ensure that existing financial procedures/rules are followed
- Collaborate with various administrative offices to ensure the implementation and follow-up of section/groups head/coordinators
- Ensure accurate and timely processing of assigned accounts, participating and advising in the preparation of financial statements and budgets
- Monitor expenditures, review payments and reconcile accounts
- Investigate anomalies and erroneous charges and take corrective action
- Provide assistance and guidance to undertake coding and data entry task and to extract information, to run reports from FABS/ SISTER or other online financial systems

3. Logistics Accountabilities:

- Create all visits and related records on SIS and update regularly in order to enable the smooth working procedures of other administrative/financial offices
- Provide day-to-day assistance and administrative briefing to visiting scientists and permanent staff and ensure procedures are followed
- Maintain schedules and logistics of weekly seminars
- Advertise Group's activities via posters and web pages
- Research and retrieve information on supply sources, vendors by commodity and obtain specifications on the market for Procurement
- Review contractual documents
- Prepare requisitions for supplies and equipment; ensure that payments are processed and provide information Arrange for control and distribution of inventory records.

4. Administrative Support to the Directorate and externally funded projects

- Assist the Director's Office in general coordinating functions of the Institute, organization of high level visits and meetings, initiatives to promote the scientific standing of ICTP, as well as internal events and ceremonies. Follow-up on the implementation of the decisions and instructions issued by the ICTP Director as required
- Provide administrative assistance regarding the participation of ICTP scientists in externally funded research projects
- Revise the grant application if necessary and ensuring compliance with ICTP rules and regulations, coordination with Budget and Finance on preparation of budgets
- Monitoring of the ICTP active grants,
- Providing support on project reporting, assistance in the organisation of meetings related to the project
- Liaison with the relevant ICTP administrative offices such as Budget and Finance, Human Resources to ensure compliance of administrative actions both with ICTP and UNESCO rules and regulations and requirements of the donors
- Provide guidance and support on the mechanisms for funding identified by the ICTP scientists.

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.

WORK EXPERIENCE

- Minimum (8) years of relevant working experience in administrative function
- Experience dealing with technical and administrative issues
- Experience in financial procedures

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
- Very Good knowledge of (spoken and written) Italian

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

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