



The Abdus Salam

International Centre for Theoretical Physics



Post Title: Procurement Assistant
Domain: Procurement Unit
Post Number: 1ITSC0939TP
Grade: GS-5
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 Appointment
Deadline (*midnight Trieste time*): **30-SEP-2026**

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

Only Candidates who are entitled to work in the E.U. can apply

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 supervision of the Senior Procurement Assistant, and as part of the ICTP Procurement Unit, the incumbent will provide administrative and operational support for procurement processes, implementing partner agreement workflows, logistics, and related administrative activities, ensuring timely processing, accurate documentation, and compliance with applicable UNESCO rules and procedures.

In addition, the incumbent will be responsible for:

Conduct of Procurement Processes:

- Carry out direct contracting and procurement processes below USD 150,000 under the supervision of the Senior Procurement Assistant; provide operational support for procurement processes above USD 150,000.
- Liaise with requestors and stakeholders to clarify procurement requirements and support the preparation of Terms of Reference, specifications or statements of work; provide guidance to ICTP staff on standard procurement procedures and documentation requirements.
- Perform market research, including Requests for Information; prepare Purchase Orders, Requests for Quotations and formal solicitation documents, including ITBs and RFPs, for review and clearance as applicable.
- Publish or communicate solicitation documents and coordinate responses to clarification requests; manage bid registration and bid opening arrangements.
- Support evaluation processes by preparing evaluation documentation, recording outcomes and consolidating evaluation records; support negotiations with vendors, where applicable and under appropriate supervision, in the interest of the Organization; prepare draft waiver forms and standard contracts following selection of goods/service providers, ensuring compliance with applicable rules and the principles of transparency and fair competition.

Procurement Process Control:

- Maintain procurement records, tracking tools and follow-up files; prepare procurement-related reports as required.
- Follow up with contract owners and vendors on pending actions, delivery issues and documentation gaps; monitor delivery of goods and services in coordination with the relevant contract owners.
- Coordinate the collection of vendor performance feedback and related documentation; support the timely closure, cancellation or termination of procurement and contract files, as required and under appropriate supervision.

Provision of Logistical and Administrative Services:

- Coordinate with the Mail and Archives Team and relevant ICTP organizational units to follow up on shipments, including tracking, customs clearance, delivery to final destination, inspection and acceptance of goods, and related records.
- Support protocol-related processes with the relevant authorities, including the Ministry of Foreign Affairs and International Cooperation of Italy, customs and tax authorities, in relation to shipments, vehicle purchases, renewals and licensing.
- Support the Budget & Finance Unit in maintaining asset and inventory records related to procurement.
- Perform 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.

WORK EXPERIENCE

- Minimum five (5) years of experience in procurement and contract management, with proven experience in direct contracting and procurement processes up to USD 150,000 (e.g. RFQs, Purchase Orders), as well as experience preparing formal solicitation documents such as ITBs and RFPs.

SKILLS/COMPETENCIES

- Thorough knowledge of procurement rules and procedures
- Excellent communication and negotiation skills, with the ability to liaise effectively with vendors and internal stakeholders.
- Ability to work independently on standard tasks while collaborating effectively with colleagues and stakeholders at all levels.
- Strong organizational skills and attention to detail, with the ability to manage multiple procurement processes simultaneously and meet deadlines.
- Good knowledge of Microsoft Excel and of an ERP (Enterprise Resource Planning) system.
- Client-oriented approach with a commitment to transparency, fair competition, and safeguarding the interest of the Institute.
- Proficiency in standard office software and procurement tools.

LANGUAGES

- Fluency (spoken and written) in English and Italian.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in a UN system organisation or international not-for-profit organisation.
- Professional certification in procurement (e.g. CIPS or equivalent).

LANGUAGES

- Knowledge of another official UN language is an asset (Arabic, Chinese, French, Russian, or 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>

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