



**Post Title:** Human Resources Assistant  
**Domain:** Human Resources  
**Post Number:** 1ITSC 0984TP  
**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  
**Deadline (midnight Trieste time):** **07-JUL-2023**

**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 supervision of Human Resources Officer (HRO), the incumbent will assist him/her in providing HR services to The World Academy of Sciences (TWAS) for the advancement of science in developing countries under the cost-sharing agreement between ICTP and TWAS. S/he will provide front line assistance with recruitment, contract, benefits and entitlements administration, performance appraisal and staff development programmes for TWAS staff under fixed term, project and temporary appointments and liaise with UNESCO Headquarters on HR matters related to TWAS. The incumbent will compile HR data and generate HR standard reports from ERP or other data sources as required. The incumbent will also provide similar HR front-line support to ICTP.

Essential responsibilities include:

### Post Management

- Prepare the necessary documentation in line with HR Rules and regulations and initiate the workflows for creation, abolition, redeployment of posts
- Maintain job description records for TWAS
- Liaise with TWAS supervisory staff to ensure TWAS staff job descriptions are up-to-date
- Prepare visual organizational charts according to the format used at TWAS

### Recruitment and Onboarding

- Prepare standard vacancy notices based on the existing model and approved job description or terms of reference and post them using the UNESCO on-line recruitment system
- Review the shortlists, checking that shortlisted candidates fully meet the qualification requirements. Organize interviews and tests, represent HR in interview panels for GS positions
- Prepare necessary selection documentation for approval of the selecting authority
- Prepare offers of appointment, taking into consideration applicable benefits and entitlements, calculate step to be granted on appointment
- Assist with and check the completion of the pre-recruitment formalities, liaise with TWAS Administration unit on making travel/shipment arrangements for newly recruited staff as applicable. Brief the new staff on contract conditions, rights and obligations
- Enter new staff data into the payroll system, enrol the new staff member and eligible dependents into health insurance programme as applicable
- Make arrangements for enrolment of the new staff into the UN Joint Staff Pension Fund and brief staff on optional insurance programmes

### Staff Administration

- Process benefits and entitlements of staff on the basis of contractual status
- Monitor contract expiration dates and issue extensions upon verification of funds availability and past performance of staff.
- Calculate separation benefits for staff
- Provide briefing to separating staff on their entitlements and procedures

- Follow up with the HQ as required
- Check and enter overtime data for TWAS staff
- Prepare employment certification letters, statements of earnings and other documents on staff request

### **Performance Management and Staff Development**

- Inform TWAS managers on actions to be taken at various stages of performance appraisal cycle and monitor compliance with deadlines
- Assist TWAS staff with resolving technical matters related to use of the electronic performance management system. Monitor that mandatory training activities for TWAS are completed
- Assist in organizing logistics for specific training events

### **ICTP HR Support**

- Provide HR support for ICTP in one or more of the following areas: time and attendance, post management, contract administration, recruitment and selection, performance management and learning. Prepare HR reports, statistics and background information as required.

## **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](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)

## **REQUIRED QUALIFICATIONS**

### **EDUCATION**

- Completed secondary, technical and/or vocational school.

### **WORK EXPERIENCE**

- Minimum of five (5) years of relevant working experience in human resources management or payroll administration.

### **SKILLS/COMPETENCIES**

- Sense of integrity, confidentiality, commitment and reliability.
- Good analytical and problem solving skills.
- Ability to provide quality and timely support and services.
- Excellent interpersonal and communication skills.
- Strong emphasis on accuracy and detail. Good numerical skills.
- Ability to work quickly and efficiently under pressure, with minimum supervision, and to sustain limited periods with workload peaks.
- Excellent IT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint)

### **LANGUAGES**

- Excellent knowledge (spoken and written) of English.

## **DESIRABLE QUALIFICATIONS**

### **WORK EXPERIENCE**

- Experience in HR management with the organizations of the United Nations Common System.
- Practical experience with on-line recruitment platforms and payroll systems.

### **SKILLS/COMPETENCIES**

- Knowledge of HR rules, administrative procedures and standard practices of UNESCO or another organization of the United Nations Common System.
- Knowledge of ERP (Enterprise Resource Planning) systems (SAP)
- Familiarity with use of social media for candidate sourcing, outreach and employer branding.

### **LANGUAGES**

- Good knowledge (written and spoken) of Italian.
- 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: Human Resources Unit, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

E-mail: [personnel\\_office@ictp.it](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695

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