

Post Title: Office Assistant
Domain: TWAS Capacity Building Unit
Post Number: 1ITSC 009VC
Grade: GS-3
Organizational Unit: The World Academy of Sciences (TWAS)
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Temporary Appointment (11 months)
Deadline (*midnight, Paris time*): **05-DEC-2023**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The World Academy of Sciences (TWAS) aims at building scientific capacity in developing countries. The TWAS Executive Director is the overall responsible officer for TWAS and the entire TWAS-IAP-OWSD Secretariat. Under the direct supervision of the TWAS Programme Coordinator and under the authority of the TWAS Executive Director, and in coordination with the Associate Programme Officers, the Incumbent provides administrative and secretarial assistance related to the functioning of Capacity Building Unit, which implements programmes to strengthen science and technology in developing countries.

As part of the Capacity Building Unit, the Incumbent provides support designed to assure the smooth-running of the Unit by providing administrative help.

The incumbent will perform the following duties:

- Receive and log applications for Capacity Building Programmes; check eligibility and, if relevant, assign applications to reviewers for evaluation; send out award letters; provide support for the purchase of equipment and reagents for research grants; respond to procedural queries, keep the database up to date; request and receive final reports from grantees and upload into database.
- Provide support with the organisation of workshops/conferences, with the logistics and communications with attendees; help with the drafting of letters and various correspondence associated with the event; assist with the preparation of support material for the events as well as collection of feedback for evaluation and planning of future editions.
- Follow guidelines by the Programme Coordinator to increase current outreach efforts by including new contacts into the database and carry out dissemination in target countries on specific programmes and calls
- Prepare standard reports for the Executive Director and/or the Programme Coordinator including data and information on programme related activities

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Communication (C)
- Accountability (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)

For detailed information please consult the **UNESCO Competency Framework**
https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- At least 2 years of relevant administrative or project support experience

SKILLS/COMPETENCIES

- Excellent knowledge of modern office skills
- Good interpersonal and communication skills
- Good organizational and coordination skills
- Ability to ensure efficiency
- Flexibility to adjust to work schedules and priorities

LANGUAGES

- Excellent knowledge (spoken and written) of English

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Secretarial and administration experience in an international environment is an asset as well as previous handling of quotations and communication with suppliers and other partners
- Tact and ability to work harmoniously with visitors and staff of different national and cultural backgrounds

LANGUAGES

- Basic knowledge (spoken and written) of Italian or other UN language is an asset

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:

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.

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