



Post Title: Senior Administrative Assistant
Domain: Earth System Physics (ESP)
Post Number: 1ITSC 1035TP
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): **08-MAY-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 overall authority of the Director of ICTP and the direct supervision of the Head, Earth System Physics 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:

Administration:

- Act as focal point and manage the overall administrative coordination of the ESP Section including the production of all administrative documentation.
- Provide guidance and interpretation on administrative regulations and procedures and advise on technical and operational transactions as well as complex and non-recurring actions

Finance:

- Advise and assist on administrative matters for the Section and ensure the observation of financial procedures/rules
- 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, and provide necessary information and guidance to Section staff

Logistics:

- Create visits and related records in the visitor management IT system to enable the smooth working procedures of the offices
- Provide assistance and administrative briefings to staff and visiting scientists
- Maintain schedules and logistics of weekly seminar and advertise Group's activities via posters and web pages
- Research information on supply sources, vendors by commodity and obtain specifications on the market.
- Review contractual documents, prepare requisitions for supplies and equipment and ensure conformity of delivered goods
- Ensure payments are processed and associated control and distribution of inventory records

Administrative Support for externally funded projects:

- Provide administrative assistance regarding the participation of ICTP scientists in externally funded research projects (ie: EU projects)
- Monitoring ICTP project budget, providing support on project reporting, assisting the organization in meetings related to the project, providing administrative support for post-docs and visitors
- Liaising with the relevant ICTP administrative offices to ensure compliance of administrative actions
- Provide procedural advice on the requirements of the EU-funded projects

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)
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REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum (8) years of relevant working experience in secretarial and/or administrative function
- Experience dealing with budgetary and administrative issues

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.
- Good knowledge (spoken and written) of Italian.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in an international environment.

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.