

Post Title: Digital Outreach Assistant
Domain: TWAS
Post Number: 1ITSCPA055VC
Grade: GS-5
Organizational Unit: The World Academy of Sciences (TWAS)
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Project Appontment
Deadline (*midnight, Paris time*): **14 August 2026**

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

Only candidates who are entitled to work in Italy may apply to this position

OVERVIEW OF THE FUNCTIONS OF THE POST

The World Academy of Sciences (TWAS) implements programmes and activities which aim to build scientific capacity in research and education in the developing world, in order to tackle national and regional challenges and to promote wellbeing and a sustainable future. TWAS also hosts and works in collaboration with the InterAcademy Partnership (IAP), the global network of over 150 academies working together to support the vital role of science in seeking evidence-based solutions to the world's most challenging problems, and the Organization for Women in Science for the Developing World (OWSD), which strengthens the role of women scientists from the global South in science and technology.

Under the overall authority of the Executive Director, the direct supervision of the Public Information Officer, and working closely with programme staff, the incumbent will support IAP-specific activities, including communication around programmes, networks (including the IAP Young Physician Leaders), meetings and events, and key outputs such as statements and reports, ensuring their timely dissemination and visibility, as well as the update of online directories and webpages. The incumbent will also contribute to maintaining and improving websites, streamlining communication processes, and producing multimedia and graphic content.

The position will contribute to the implementation of communications activities supporting projects and initiatives, aligned with the priorities of the organizations' strategic plans and related programme workplans, as well as donor-funded activities supported by partners such as the Italian Ministry of Foreign Affairs and International Cooperation (MAECI) and the Conrado Wessel Foundation (FCW). It will also support IAP programmes and networks (e.g. the IAP Young Physician Leaders Programme). The role supports IAP activities as part of a broader communications function within the TWAS Public Information Unit, serving TWAS and IAP, while contributing to the broader communications needs of the Secretariat.

Under the supervision of the Public Information Officer, the incumbent will:

- Draft, edit and adapt short-form texts for digital use, including social media posts, captions, announcements and short newsletter blurbs, based on approved inputs and guidance. Manage the day-to-day operation of social media channels, including performance monitoring.
- Support the preparation and dissemination of IAP communication outputs. Provide communication support for IAP meetings, workshops and events.
- Handle the technical and graphic production of newsletters, including layout, formatting, visual presentation and distribution using established templates and platforms.
- Produce visual content, including basic editing of short videos and the design of graphic materials, in line with established visual identity guidelines.
- Support web and digital platforms, including assisting with website updates, basic web design and web development tasks, and liaising with technical service providers as required.
- Maintain digital assets, contact databases, archives and basic analytics, including organizing photo and video archives, supporting the use of Google Analytics, and providing performance data to the supervisor.

COMPETENCIES

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

- Accountability (C)
- Communication (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Professionalism (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

- A minimum of five years relevant experience in public information, communications production or website management.

SKILLS/COMPETENCIES

- Experience in implementing social media strategies and campaigns;
- Excellent skills in writing, editing, content production and information dissemination for online audiences;
- Excellent planning and organisational skills, with attention to detail;
- Ability to take the initiative and to innovate;
- Results focus;
- Team player;
- Knowledge sharing;
- The incumbent must have proficiency in MS Office (Word, Excel and PowerPoint). Given the particular nature of this position, good experience with specialised graphic design and editing softwares, HTML, Content Management Systems, Google Analytics, and website management is required.

LANGUAGES

- Excellent knowledge of English (oral and written).
- Very good knowledge of Italian (oral and written).

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Time spent working in an international and/or multicultural setting would be an advantage.

SKILLS/COMPETENCIES

- Knowledge of database systems is an asset.

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 full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

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 <https://duo.hq.int.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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