

Post Title: Administrative Assistant

Domain: General Administration

Post Number: 1ITSCPA047VC

Grade: GS-4

Organizational Unit: The World Academy of Sciences (TWAS)

Primary Location: Trieste, Italy

Recruitment open to: Internal and external candidates

Type of contract: Project Appointment

Deadline (*midnight, Paris time*): **07-JUN-2024**

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

Only candidates who are entitled to work in the E.U. may apply to this position.

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 overall delegated authority of the Executive Director of TWAS and the direct supervision of the Administrative Assistant, the incumbent will be involved in the completion of standard administrative support and activities and processes as per UNESCO Rules and Regulations. As a team member, the incumbent will provide administrative and support services in procurement, IT, processing transactions, controlling and maintaining accounts and databases, and preparing routine reports, correspondence, and technical and administrative documentation.

The incumbent will perform the following duties:

Procurement

- Provide support for procurement requests and bidding processes below USD 100 000
- Prepare final bidding documentation, ensuring adequacy of procedures adopted, securing bids / proposals.
- Verify purchase requisitions, check comparative quotations and certify for compliance with Rules and Regulations.
- Arrange shipments, customs clearance, delivery to final destination, inspection and recording.
- Submit completed procurement processes for certification of compliance with Rules and Regulations.

Logistics

- Support the Administrative Unit in managing and maintaining the Office's facilities, utilities and services including internal and external mail.
- Coordinate protocol-related processes with the authorities related to shipments and vehicles.
- Assist staff, visitors and participants in travel arrangements, obtaining visas and resident documents.
- Provide IT support to colleagues and international partners located remotely, regarding common software such as MS Office, Mozilla Thunderbird, web conference tools, the TWAS website and Online Forms, and website malfunctions.

Budget and Finance Accountabilities

- Provide guidance on basic rules and procedures.
- Assist in preparation and recording of budget.
- Assist in the production of a variety of financial reports and statistics related to regular and extra-budgetary funds;
- Ensure that accounting records are complete and properly filed.
- Process payments and make disbursements in compliance with rules, regulations and procedures.

General Accountabilities

- Maintain records of transactions and Office activities;
- Maintain or draft correspondence, technical papers, project/ programme plans and general reference documents.

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)
- Professionalism

Please include competencies in the following alphabetical order:

- 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

- At least three (3) years of relevant working experience in providing administrative or Finance assistance.

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 and Italian.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Tact and ability to work harmoniously with visitors and staff of diverse national and cultural backgrounds

WORK EXPERIENCE

- Experience in a procurement related role;
- United Nations Development Programme (UNDP) procurement qualifications accredited by the Chartered Institute of Procurement and Supply (CIPS or similar procurement related training);
- Experience in IT support and website content management tools;

LANGUAGES

- Knowledge of another official language of UNESCO (Arabic, Chinese, 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.
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.

The approximate annual starting salary for this post is 37 599 Euros.

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 *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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