



Post Title: Information Systems Assistant
Domain: Information and Communication Technology Unit (ICTU)
Post Number: 1ITSCPA 114TP
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: Project Appointment
Deadline (midnight Trieste time): **11-APR-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 ICTP, indirect supervision of the Head of ICTS and the direct supervision of the Coordinator (application developer), the work involves the implementation of specification, development, implementation and support of ICTP's application related to visitors selection, visit management and activity management for all offices, sections and activities (schools, workshops etc.). Essential responsibilities include:

- Provide support on software development matters and in the implementation of new software releases by testing computer application systems and programmes, in particular for the new operations and visa modules
- Serve as a team member in the planning, specification, design, development, implementation and support of computer application systems from both a quality assurance perspective as well as a developer but also independently liaise with users to define and specify requirements and problems, in particular for TRIL (Training and Research in Italian Laboratories) applications
- Draft technical and user documentation as well as training materials for deployed computer application systems and provide input and support to technical presentations for different modules of Sigma
- Maintain test and functional specifications for computer application systems, programs and procedures developed and/or modified and also provide support for deployed computer application systems including version management, data recovery and deployment to users' offices; perform ongoing reviews with users and developers and respond to users' requests
- Draft correspondence and communications, including work plan revisions, and prepare unit contributions for a variety of periodic reports for the modules described above
- Any other additional activities that may be required to ensure the success of the work team

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

- A minimum of five years of experience in software development and database management.
- Experience in developing web applications and designing relational databases.
- Experience with software deployment and in integration of data from various databases and back-end services.

SKILLS/COMPETENCIES

- Knowledge of various types and levels of software development.
- Knowledge of software testing industry standards and procedures.
- Knowledge of software development life-cycle and quality control.
- Ability to focus on quality, with a 'test-to-break' attitude and good analytical and testing skills

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in web services, Perl or Python, HTML/CSS, JavaScript and related technologies, standards (e.g. JSON) and Frameworks (e.g. JQuery, Bootstrap, etc.), SQL programming, PostgreSQL, PHP, Linux.
- Experience in a scientific organisation or educational institute.

SKILLS /COMPETENCIES

- Real works Perl programming experience

LANGUAGES

- Working knowledge of Italian

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.