



**Post Title:** Programme Assistant  
**Domain:** Institute Advancement Unit  
**Post Number:** 1ITSC PA 117TP  
**Grade:** GS-4  
**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):** **21-FEB-2024**

**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 supervision of the Fundraising and Institute Advancement Officer, the incumbent proactively carries out a wide range of administrative support functions with an effective and service-minded approach to staff and donors to support the resource mobilization initiative of ICTP.

The incumbent will also provide secretarial assistance to Senior Coordinator (Programme and Advancement) during the duration of the project.

Essential responsibilities include:

### 1. Administrative and secretarial support

- Processing and file incoming correspondence of IAU. Preparing a variety of outgoing correspondence and other administrative documentation. Proofreading outgoing written documents for completeness, grammatical and typographical accuracy and compliance with guidelines.
- Maintaining digital and hard copy files of the Unit documentation. Provide input into preparation of budget requests and financial updates by preparing cost estimates and calculations and cross-checking the financial data. Initiating procurement requests, review invoices before payment approval by Allontment holder.
- Making travel arrangements. Prepare graphs, charts, compile and format presentations.
- Providing secretarial support to Senior Coordinator (Programme and Advancement). Answer relevant administrative queries and transmit information and tasks on behalf of Senior Coordinator. Make travel and meeting arrangements as required.

### 2. Database management in compliance with the GDPR (General Data Protection Regulation)

- Updating information on donors and prospects (networks, transfers, companies) and monitoring the actions carried out (outreach methods, invitations, meetings).

### 3. Prospects and Donors' relationship

- Liaising with prospective donors through multiple communication channels to provide information about ICTP, answer standard queries and organize meetings and visits on campus as well as abroad. Follow-up on agreed action points.
- Preparing prospect files for meetings: compile information for prospects profiles for the supervisor, prepare ad-hoc background documentation for meetings
- Making logistical arrangements for organization of fundraising and stewardship events in Trieste and abroad.
- Collecting inputs from the programme units and research sections for inclusion into reports to donors. Make administrative arrangements In liaison with the Budget and Finance Unit for timely processing of donations and issuance of tax receipts
- In consultation with Public Information Unit, updating information on the IAU's communication channels.

## 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)  
[https://en.unesco.org/sites/default/files/competency\\_framework\\_e.pdf](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 administrative or executive assistance position, preferably in an international environment.

### *SKILLS/COMPETENCIES*

- Ability to work quickly and efficiently under pressure, with minimum supervision, and to sustain periods with workload peaks.
- Ability to prioritize, plan and organize and prioritize workloads to respect established deadlines (e.g.: monitoring of complex calendars, database management, budget monitoring).
- Discretion and capacity to deal efficiently and tactfully with visitors and staff members of different nationalities and cultural backgrounds.
- Diplomacy and politeness in dealing with external and internal partners requesting information.
- Good interpersonal and communications skills (oral and written), including excellent drafting skills in English.
- Excellent computer skills, proficiency in the use of MS Office (Word, Excel, Outlook, PowerPoint, etc.).

### *LANGUAGES*

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

## DESIRABLE QUALIFICATIONS

### *WORK EXPERIENCE*

- Experience in an international environment and/or the United Nations (UN) system.
- Experience in a scientific organization or educational institute.
- Experience in the context of a fundraising/advancement initiative.

### *SKILLS/COMPETENCIES*

- Knowledge and understanding of research 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](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695

**AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES.**