



The Abdus Salam

International Centre for Theoretical Physics



Post Title: Project Assistant
Domain: Earth System Physics
Post Number: 1ITSCPA 119TP
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 – 1 year
Deadline (*midnight Trieste time*): **24-SEP-2025**

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

Only Candidates who are entitled to work in the E.U. can apply

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, and working closely with, the ACCLIMATISE Project Scientific Principal Investigator, the incumbent will:

Financial Management and Reporting:

- Serve as the primary interface with ICTP's administrative and finance offices to ensure all financial transactions, procurement processes, and related documentation are handled efficiently and in compliance with UNESCO's financial rules and regulations. Monitor project budgets, track expenditures, and prepare financial reports for ICTP and the funding agency. Ensure the timely and accurate submission of all financial statements and reports required by UNESCO auditing procedures.

Funding Agency Liaison:

- Act as the key point of contact with the funding agency, The Wellcome Trust, on all administrative and reporting matters. Ensure that all financial and scientific reports required by The Wellcome Trust are prepared accurately, submitted on time, and adhere to their specific guidelines.

Project Partner Coordination:

- Liaise regularly and proactively with the seven project partners to ensure the timely submission of their financial and scientific reports to ICTP. Follow up on any outstanding reports or queries from partners. Maintain clear and effective communication channels with all project partners.

Meeting and Event Organization:

- Organize regular online meetings (e.g., work package meetings) as required to facilitate project progress and communication. Plan and coordinate project meetings that will take place at ICTP and in Africa, including logistical arrangements, travel, and accommodation in coordination with the relevant VISA, travel and housing offices of ICTP.

Hackathon Management:

- Organize and facilitate the annual in-house hackathons involving junior researchers, including logistical planning, participant communication, and event execution.

Project Website Development and Maintenance:

- Design and maintain the ACCLIMATISE project website and implement features allowing interactive interrogation of project results after receiving on-the-job training in website design and management

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

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- At least five (5) years of experience in administration or project management support.

SKILLS/COMPETENCIES

- Demonstrated high-level problem-solving skills, with the ability to identify issues, evaluate options, and implement effective solutions.
- Strong communication skills, with the ability to share information clearly and effectively across diverse audiences.
- Proven ability to work collaboratively and contribute to achieving organizational objectives.
- Excellent organizational skills, with the capacity to prioritize tasks and allocate resources efficiently.
- Strong sense of accountability, taking ownership of actions and delivering on commitments.
- Commitment to providing high-quality service and support to stakeholders
- Proficiency in standard office software

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

EDUCATION

- University degree in administration, science, management, or a related field is an asset

WORK EXPERIENCE

- Experience in a scientific organisation or in educational institute.
- Experience with website content management systems
- Experience in active scientific research or science administration

LANGUAGES

- Good knowledge of (spoken and written) French

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.

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