

Post Title: Office Assistant
Domain: TWAS
Post Number: 1ITSCPA052VC
Grade: GS-3
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*): **16th December 2025**

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) aims at building scientific capacity in both education and research in developing countries. TWAS implements programmes to support and strengthen scientific research in Science and Technology Lagging Countries, in order to develop skills essential to tackle national and regional challenges and promote wellbeing and a sustainable future. TWAS enables young scientists from developing countries to apply for fellowships and other training schemes to gain skills and undertake high-level education. The fellowships allow successful candidates to experience a high standard of research with cutting edge equipment and high-end infrastructure in advanced laboratories at hosting partner institutions. Awarded fellows are encouraged to publish and attend international conferences. In addition, TWAS also supports opportunities for mobility and skill-building workshops, which aim at consolidating technical competencies and developing new ones, as well as establishing strategic collaborations for interdisciplinary research.

Under the overall authority of the TWAS Executive Director and the TWAS Associate Programme Officer, the incumbent will assist with collection of data for monitoring and evaluation.

In particular, the incumbent will:

- Receive and log applications for Capacity Building Programmes; check completeness of the submission and eligibility according to established criteria, and, if relevant, assign applications to reviewers for evaluation; send out award letters; initiate requests for the purchase of equipment and reagents for research grants; respond to procedural queries, keep the database up to date; request and receive final reports from grantees and upload them into the database.
- Provide basic logistical support with the organisation of workshops/conferences, communicate with attendees; draft routine letters and correspondence associated with the event; assist with the preparation of support material for the events as well as collection of feedback for evaluation and planning of future editions.
- Following the guidelines provided by the supervisor(s), contribute to increasing current outreach efforts by including new contacts into the database and carry out dissemination in target countries on specific programmes and calls.
- Perform basic data extraction, prepare routine reports, tables, graphs, charts, etc. on the assigned programmes in accordance with the UNESCO standards.

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)

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum two (2) years of relevant administrative or project support experience.

SKILLS/COMPETENCIES

- Experience in handling of quotations and communication with suppliers and other partners.

LANGUAGE

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Secretarial and administration experience in an international environment.

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.

The approximate annual starting salary for this post is 36 214 EUR.

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.

E-mail: personnel_office@ictp.it, phone: +39-040-2240-4595/4596/4695