

Post Title: Digital Communications and Web Assistant
Domain: TWAS
Post Number: 1ITSCPA056VC
Grade: GS-5
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*): **23 September 2026**

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) implements programmes and activities which aim to build scientific capacity in research and education in the developing world, in order to tackle national and regional challenges and to promote wellbeing and a sustainable future.

Under the overall authority of the Executive Director and the supervision of the Public Information Officer, the Digital Communications and Web Assistant will contribute to TWAS's objectives of expanding its impact through communication and building capacity in science communication, and to assure its continued influence on global science and policy.

The incumbent will work closely with programme staff, editors, developers and designers to maintain website standards, shape and implement website improvements and to coordinate website content. The incumbent will also monitor, maintain, and expand the internal database infrastructure to contribute to programmes implementation and donor-funded activities supported by partners such as the Italian Ministry of Foreign Affairs and International Cooperation (MAECI), and the German Federal Ministry of Research, Technology and Space (BMFTR).

Under the supervision of the Public Information Officer, the incumbent will:

- Help to manage the technical operation and contribute to the evolution of the TWAS website, and closely monitor technical, hardware and software needs and performance; discuss requirements with and prepare purchase orders and/or contracts (or liaise with Finance and Administration colleagues regarding use of Long Term Agreements) for external website developers employed on web site developments, and oversee the project's implementation; act as a first line of response for website malfunctions;
- Coordinate work on TWAS's Online Forms platform carried out by an external software developer to provide system improvements, update existing forms and create new forms in cooperation with programme offices; and provide technical assistance to platform users (e.g. TWAS staff, applicants, reviewers);
- Provide general technical assistance to TWAS staff on use of the website and software applications and provide assessments and support on any technical components of new projects, Produce and analyse website usage statistics with Google Analytics or similar platforms and prepare six monthly usage reports;
- Maintain and improve the existing system of interconnected databases and create new databases as requested, working closely with external consultants, as appropriate, to ensure consistency of the overall database architecture; manage photo and other archives;
- Produce, edit and/or proof-read material for official reports and the TWAS website, such as texts and multimedia products (eg photo galleries and videos), in consultation with the Public Information Officer and other TWAS staff; create small publications, layouts and graphic designs for print and digital media with Adobe InDesign, and edit photos with Adobe Photoshop;
- Liaise with TWAS Fellows and provide assistance about the use of the TWAS web platforms, and for the creation and update of their account and profile.

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)

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

- A minimum of five years of relevant experience in public information, communications production or website management.

SKILLS/COMPETENCIES

- Excellent drafting and editorial skills (English);
- Excellent planning and organisational skills, with attention to detail;
- Ability to take the initiative and to innovate;
- Results focus;
- Team player;
- Knowledge sharing;
- Communication skills;
- The incumbent must have proficiency in MS Office (Word, Excel and PowerPoint). Given the particular nature of this position, good experience with specialised graphic design and editing softwares, HTML, Content Management Systems, Google Analytics, and website management is required.

LANGUAGES

- Excellent oral and written skills in English essential.
- Ability to communicate in Italian essential.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Time spent working in an international and/or multicultural setting would be an advantage.

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 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 <https://duo.hq.int.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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