



# The Abdus Salam International Centre for Theoretical Physics



Post title **Human Resources Officer**  
Organisational unit **The Abdus Salam International Centre for Theoretical Physics (ICTP) - [www.ictp.it](http://www.ictp.it)**  
Duty station Trieste, Italy  
Grade ALD/P-3  
Post number ALD/EU/TP/ITA/SC/1072  
Closing date **22 January 2012**

**Purpose of post** To be responsible for managing the work of the Personnel Section, including ensuring continuity in the delivery of personnel services. To provide a full range of human resource management services and advice to the management and staff of the ICTP. The position reports to the Director of ICTP and it will support the exercise of a range of delegations to the ICTP from the Director, Human Resources of UNESCO.

- Main responsibilities**
- To provide leadership and supervision to the staff of the Personnel Section, in the delivery of human resource management services to managers and staff of the ICTP, and to ensure the ongoing coverage of operational HR functions where necessary during staff absences.
  - To advise line managers and staff on the design of positions, on the development and completion of job descriptions and on organization structures and reporting relationships. To carry-out the evaluation of Professional and General Service posts within the ICTP, by analyzing the duties and performing desk audits as required; to evaluate the posts against the appropriate classification standards and substantiate findings and to prepare recommendations to the Director, ICTP, on the grade level of these posts.
  - To identify upcoming vacancies in coordination with client offices. To contribute to the preparation of the necessary job descriptions and to oversee the preparation of vacancy announcements. To arrange and participate in interviews to select candidates. To provide advice to client offices on the preparation of selection/recruitment submissions to the Director, ICTP, and to prepare job offers to selected candidates.
  - To provide advice on the interpretation and application of policies, regulations and rules (including UNESCO and others applicable in Italy). To review and provide advice on exceptions to policies, regulations and rules. To administer and provide advice on salary and related benefits, travel and social security entitlements and to administer ICTP payroll. To determine and recommend benefits and entitlements for staff on the basis of contractual status and to be responsible for issuance of all employment contracts. To review and recommend the level of remuneration for consultants.
  - To undertake training needs surveys and to identify and analyze the key training needs for staff of the ICTP. To develop and deliver training programs to meet identified needs for staff and management. To design, plan and provide induction and orientation training programs and briefings to new staff members.
  - To advise and counsel staff in respect of rights, responsibilities, code of conduct and issues associated with work and entitlements. To analyze requests for review of administrative decisions and statements of appeal and to prepare advice to management and to draft replies. To provide advice and assistance to ICTP with respect to consultations with ICTP staff association.
- Profile**
- University degree in Human Resources Management/Development, Business Administration or other areas of social sciences.
  - 4 to 7 years of progressively responsible relevant experience in the field of human resources management, of which preferably 2 years acquired at international level. Relevant experience in the evaluation and classification of posts.
  - Excellent knowledge of the human resources management field.
  - Strong managerial skills combined with leadership flexibility demonstrated by performing and overseeing the analysis of complex human resources issues.
  - Tact and negotiation skills, combined with good judgment and decision-making skills. Ability to communicate complex concepts orally and to prepare written material in a clear, concise and meaningful manner.
  - Excellent knowledge English, oral and written skills.
  - A positive attitude towards the international and multicultural characteristics of the assignment.

**Conditions of employment** ICTP is a world-class scientific institution focused on research in basic sciences with the responsibility for the promotion, dissemination and support of science, especially in developing countries. It operates under the aegis of UNESCO and IAEA. UNESCO's salaries are calculated in US Dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living changes in a particular duty station and exchange rates. For this post, the annual remuneration will start at US\$87,948 if there are no dependants and at US\$94,220 if there are dependants, and is exempt from income tax. There is an attractive benefits package, which includes 30 days of annual vacation, home travel, pension plan and medical insurance. This is an appointment of limited duration. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service and availability of funds.

**How to apply** Candidates should use ICTP's online application system which is accessible via ICTP's intranet site at <http://www.ictp.it/about-ictp/job-opportunities.aspx>. They should include a curriculum vitae, list of publications and names of three referees.  
Candidates without access to the Internet may send a paper application by completing the official UNESCO CV form available at the 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, fax: +39-040-2240-7593.