Welcome to UNESCO Careers Site

For internal candidates, please visit:

https://careers.unesco.org/careersection/1/joblist.ftl

For External candidates, please visit:

https://careers.unesco.org/careersection/2/joblist.ftl

To see the current advertised posts in the “Careers” site, and to apply online,
STEP 1: SELECT A VACANCY

UNESCO CAREERS

Welcome. You are not signed in. | My Account Options

Click on:
- « My Jobpage » to access to your previous or on-going applications
OR
- « Job Search » to apply to a new vacancy.

1.1 Select « All Jobs » or a specific vacancy by clicking on « Search ».

1.2 Vacancies can be sorted by Job Title, Location or Posting Date

1.3 Click on the title of the vacancy notice to see the job description.

1.4 Click on « Apply ».
STEP 1: SELECT A VACANCY

Example of a vacancy notice

Vacancy notice

**Title**: SENIOR RESEARCH SCIENTIST (PARTICLE PHYSICS)
**Domain**: Natural Sciences - Physics
**Post Number**: IITSC 085TP
**Grade**: P-4
**Organizational Unit**: NATURAL SCIENCES SECTOR
**Primary Location**: IT-Trieste
**Recruitment open to**: Internal and external candidates
**Type of contract**: Fixed Term
**Annual Salary**: 108800 US Dollar [USD]
**Deadline (Midnight Paris Time)**: July 16, 2013

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the supervision of the Head of the High Energy, Cosmology and Astroparticle Physics (HECAP) Section, the incumbent will initiate and undertake world-class research in the formal aspects of the High Energy Theoretical Particle Physics with emphasis on String theory and will take initiative in the planning and implementation of scientific activities in String theory related subjects. He/She will also be the coordinator of the Physics Postgraduate Diploma Programme in the area of HECAP. Essential responsibilities include:

- To initiate and undertake front-line research in High Energy Theoretical Particle Physics with emphasis on String theory and related topics. To suggest, develop and realize scientific projects in this field. To maintain scientific contacts and be competitive with the world's best research centers in the corresponding fields. To supervise and coordinate the research work of postdoctoral research scientists and PhD students.
- To coordinate and be responsible for activities in String theory as well as to contribute to training programmes for younger scientists.
- To review and take decisions on applications for associateships, short-term and long-term visiting scientists in High Energy Physics, in particular in subjects related to String theory, and to assist the Office of external Activities (OEA) and other ICTP offices in decision making in regard to scientific mentors of the applications in the field of High Energy Physics. To foster and maintain collaboration on training programs with other institutions both in the region and internationally. To be the Coordinator of the HECAP Diploma program. To assist the Head of the section and the Director of the ICTP in their fund raising activities.
- To lecture and supervise students in the diploma programme and/or in other training programmes of the ICTP in collaboration with other institutions.

REQUIRED QUALIFICATIONS

**Education**

- Advanced University degree (Ph.D. or equivalent) in High Energy Physics.

**Work Experience**

- At least 7 years of relevant scientific research and lecturing experience with proven leadership in the field of High Energy Theoretical Particle Physics at national and international level.
- Demonstrated professional experience in the area of String Theory.
- Experience in the design, implementation and management of scientific projects.

**Skills/Competencies**

- Excellent analytical and organisational skills.
- Ability to collect, synthesise and analyse information from various sources.
- Ability to work in a team and to maintain effective working relationships in a multidisciplinary and multicultural environment.
- Capacity to build and to maintain partnerships with internal and external stakeholders.
- Ability to communicate effectively on complex technical and scientific issues in English.
- Excellent written and oral communication skills in English.

**Languages**

- Excellent/very good knowledge of English (written and oral).

DESERABLE QUALIFICATIONS

**Education**

- Advanced university degree (Ph.D. or equivalent) in subjects related to String Theory.

**Skills/Competencies**

- Good fund raising and resources mobilisation skills.

BENEFITS AND ENTITLEMENTS

UNESCO’s salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the ICTP Website. Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.
STEP 2: LOGIN

External candidates

UNESCO CAREERS

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**STEP 2: LOGIN**

If you are already registered:
- enter your «User Name» and «Password»
- click on «Login».

**Creation of an account:**
If you apply for the first time to a UNESCO vacancy, please create your account by clicking on «New User».

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STEP 3: REGISTRATION

UNESCO CAREERS

Welcome. You are not signed in.

Printable Format

Privacy Agreement

Select a language

English

UNESCO Policy on the Personal Data

Your privacy and the privacy of all registered users of the "UNESCO Career Site" are important to us. We take every precaution to protect your personal information.

In connection with your use of our site, we ask for and collect information from and about you such as your name, email and postal addresses, education and work experience. Personal data you provide for this application and otherwise will be held and processed for the purpose of UNESCO’s selection processes and in connection with an employment or placement, unless otherwise indicated.

You can access your personal information by logging into your account in "UNESCO Career Site". Once there, you can update, modify or delete your personal information. We do not collect personal information, passwords, or other details to be used for other than their intended purpose. Personal information provided on the site will not be used outside organization without the user's express permission and will not be used for any commercial purpose.

Candidate’s statement

By submitting your personal data and application, you (1) declare that you have read, understood and accepted the statements set out in this data protection clause; (2) declare that the information given in the application is true and complete; (3) are giving your consent to the processing of the information contained in this application; and (4) are authorizing UNESCO to verify all information contained in this application. You further declare that any necessary reference checks.

You understand that any inaccurate or incomplete information intentionally made on the "UNESCO Career Site" or other documents submitted to UNESCO may result in the rejection of your application.

Read carefully the Privacy Agreement and click on «I Accept» or «I Decline».

New User Registration

Please take a few moments to register. You will need this information to access your account in the future. Please ensure that your personal information is accurate and complete.

Mandatory fields are marked with an asterisk.

*User Name

*Password

Re-enter Password

*Email Address

Re-enter Email Address

[Register]  [Cancel]

Proceed to your registration by completing the mandatory fields.

Click on «Register».
STEP 4: APPLY

Cover Letter

UNESCO CAREERS

Welcome. You are signed in. | My Account Options

Job Search | My My Jobpage

Applying for: SENIOR ACCOUNTANT (Job Number: 0006M)

Step reached (outlined in grey)

Click on:
- «Save and Continue» and go to the next step (Personal information).
- «Save as Draft» to put your application on hold. You can revert to your application.

Write your cover letter in English or French regardless of the language initially chosen

Click on:
- «Save and Continue» and go to the next step (Personal information).
- «Save as Draft» to put your application on hold. You can revert to your application.

STEP BY STEP CAREER GUIDE ON HOW TO APPLY FOR JOBS WITHIN UNESCO
**STEP 4: APPLY**

You are about to save this job submission (including the information on this page) as draft.

**My Submissions (7 job submissions found)**

This page displays all relevant details related to your draft and completed submissions.

**Draft Submissions**

<table>
<thead>
<tr>
<th>Job Number: 00086</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Status: Active (Accepting Job Submissions)</td>
</tr>
<tr>
<td>Finish Draft Submission</td>
</tr>
</tbody>
</table>

Click on «Yes» to save your application as draft. Automatically «My Jopage» will be displayed, on which all personal submissions are posted, already submitted applications, on-going applications (completed but not yet submitted) and draft applications.

**You are about to withdraw this job submission.**

If you withdraw your job submission, you will no longer be given consideration for this position.

Are you sure that you want to withdraw your job submission? If so, please explain why in the field below.

Please explain why you want to withdraw your job submission:

**REMINDER:** AN APPLICATION IS NOT SUBMITTED UNTIL YOU HAVE CLICKED ON «Submitted» AT THE LATEST STEP OF THE APPLICATION

Or

- «Withdraw», to cancel the submission.

**Click on:**
- «Finish Draft Submission», to finish completing the application.
Personal Information

Mandatory fields are marked with an asterisk.*

Personal information, areas of expertise and linguistic abilities

**Personal Information**

- **Last Name**
- **First Name**
- **Civil Status**
- **Gender**

- **Address (line 1)**
- **Address (line 2)**

- **Zip/Postal Code**
- **City**

- **Preferred contact number**
- **Other contact number**

Please indicate the international code

- **Email Address**

- **Place of Residence**
  - **Country**

- **Date of Birth**
  - **Month**
  - **Day**
  - **Year**

Enter the required information. As indicated, the mandatory fields are marked with an asterisk.*
To select your country of birth/citizenship:
- enter the three first letters of your country of birth/citizenship (example here with « FRA » as France).
- click on «Search» and see dialogue box below.

**Selector for «Country/Citizenship»**

1. enter the three country’s first letters as a «Keyword»
2. click on «Refresh»
3. choose the appropriate country by clicking on the corresponding bullet
4. click on «Select».
To look for areas of expertise:

1. Enter the appropriate field
2. Click on «Search».
3. Click on the bullet point to select the appropriate expertise
4. Click on «Select».
STEP 4: APPLY

Personal information

Linguistic abilities
- Excellent: Ability to read, write and speak a language like an educated native speaker.
- Very Good: Ability to read, write, and speak a language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.
- Good: Ability to read, write, and speak a language and satisfy most work requirements and show some ability to communicate on concrete topics.
- Fair: Ability to read, write, and speak a language and satisfy routine informal conversations and limited work/formal conversations.
- Basic: Ability to read, write, and speak a language using a restricted vocabulary and command of language structure.
- None: Little or no knowledge of this language

Select your mother language (cf. dialogue box below Selector for «Mother Language»).

Indicate your level for each of the five UNESCO's working languages and the corresponding level according to the above definitions.

Selector for «Mother Language»/ «Other fluent language»:

To look for a mother language/other fluent languages:
1. enter the language’s 3 first letters as a «Keyword» (in our example «ARA» for «Arabic» as mother language).
2. click on «Refresh»
3. choose the appropriate item
4. click on «Select».

STEP BY STEP CAREER GUIDE ON HOW TO APPLY FOR JOBS WITHIN UNESCO
STEP 4: APPLY

Enter the required information. (mandatory fields are marked with an asterisk *).

Select the «Field of studies»,
- Enter the 3 first letters of the studied field and choose the appropriate item among the options displayed (in our example «AUD» for studies in «Auditing»).

Select the «Institution»,
- Enter the 3 first letters of the institution where you have studied and choose the appropriate item among the options displayed (in our example «HAR» for studies at «Harvard Law School»).
**STEP 4: APPLY**

**Certification Selector**

This page allows you to select a certification from the list of available options.

To look for certifications:
- enter the 3 first letters of the certification's field, and choose the appropriate item among the options displayed
- use the «Certification Selector» (see dialogue box below).

**Certification Selector**

To look for a certification:
1. enter a «Keyword» (in our example «AUD» for a certification in audit)
2. click on «Refresh»
3. choose the appropriate certification
4. click on «Select».


**Work Experience**

Mandatory fields are marked with an asterisk (*).

**Work Experience**

Please indicate your work experiences, starting with the most recent ones. If you have worked with the same employer on different assignments and/or in several positions / countries, please add a new block “Working Experience” for assignment/position/country. You must specify at least 1 work experience entry.

1. **Current Job**
   - **Employer**
   - **Title / Function**
   - **Grade**
     - N/A
   - **Start Date**
     - Month
     - Year
   - **End Date**
     - Month
     - Year

   Note: For UNESCO and UN staff only, otherwise please select N/A.

2. **City**
3. **Country**

4. **Main Responsibilities / Achievements / Assignments**

5. **Supervisor’s Name**
6. **Supervisor’s Email Address**

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**Buttons:**
- **Remove Work Experience**
- **Add Work Experience**

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**Save and Continue**  **Save as Draft**

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STEP BY STEP CAREER GUIDE ON HOW TO APPLY FOR JOBS WITHIN UNESCO
References

Mandatory fields are marked with an asterisk.*

References

Please provide the names of three individuals who are familiar with your academic achievements, work experience and who can provide a reference on your behalf. In this section, you may provide a supervisor already mentioned in the part "Work Experience". You must specify 3 references.

First Name  Last Name

Email Address  Phone Number

Type of relationship
Not Specified

Remove Reference  Move Down

First Name  Last Name
Email Address  Phone Number
Type of relationship
Not Specified

Remove Reference  Move Up  Move Down

First Name  Last Name

Remove Reference  Move Up

Add Reference

3 references are mandatory.

Click on the corresponding link to remove and/or add references.
The questions displayed on this page are only examples, related to the post of «Ethics Officer». The questions differ from a post to another and are related to the requirements of the vacancy.

Please answer the following questions as accurately as possible.

1. Do you have a university degree in one of the following areas?
   - No Selection

2. Do you have an advanced university degree (Masters or equivalent) in law, social sciences, public, business administration or other related field, with a significant focus on administrative and or corporate ethics, industrial psychology, human resources management or labour relations?
   - No Selection

3. How many years of experience do you have in the field of corporate ethics?
   - No Selection

4. Do you have experience in policies and practices in the areas of ethical standards, ethics and compliance programmes, code of conduct, compliance frameworks and/or financial disclosure policies?
   - No Selection

5. How would you assess your experience in the preparation and implementation of ethics training modules for staff and managers?
   - No Selection

6. How would you assess your experience in conflict resolution/management?
   - No Selection

7. How would you assess your experience in providing advice on professional ethics standards and issues?
   - No Selection

8. How would you assess your experience in developing/implementing a whistleblower protection policy and/or a protected disclosure programme?
   - No Selection

9. How would you assess your written and oral communication skills in English or French?
   - No Selection

10. Do you have a good knowledge of the United Nations system?
    - No Selection

11. Your knowledge of the English language:
    - Excellent: You can read, write and speak like an educated native speaker.
    - Very Good: You can read, write, and speak a language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.
    - Good: You can read, write, and speak a language and satisfy most work requirements and show some ability to communicate on concrete topics.
    - Fair: You can read, write, and speak a language and satisfy routine informal conversations and limited work/formal conversations.
    - Basic: You can read, write, and speak a language using a restricted vocabulary and command of language structure.
    - None: Little or no knowledge of this language

12. Your knowledge of the French language:
    - Excellent: You can read, write and speak like an educated native speaker.
    - Very Good: You can read, write, and speak a language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.

Select answers by clicking on the appropriate bullet. (mandatory fields are marked with an asterisk*).
STEP 4: APPLY

**Additional Information**

Complete the additional mandatory information (mandatory fields are marked with an asterisk *).

Tick the box to receive an email notification whenever a new position matching this profile is posted.
These example of an application’s summary, with empty fields, aims only to present the display of the job submission form.

This summary displays the information included in the job submissions form. To modify some specific information, click “Edit” next to relevant section.

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