



VACANCY NOTICE ND/Admin/05-18

The International Centre for Genetic Engineering and Biotechnology (ICGEB), established in 1983, is an international, intergovernmental organisation conceived as a Centre of excellence for research, training and technology transfer to industry in the field of biotechnology to promote sustainable global development. The Centre conducts innovative research in life sciences and strengthens the research capability of its over 60 Member States through training, funding programs and advisory services. Located in Trieste (Italy), New Delhi (India) and Cape Town (South Africa), and in collaboration with over 40 Affiliated Centres worldwide, the three ICGEB Components provide a scientific and educational environment of the highest international standards. Further information available at <http://www.icgeb.org/home.html>

The ICGEB invites applications for a temporary post of Consultant (Project Management)

POST TITLE: Consultant (Project Management)

DUTY STATION: New Delhi

DATE REQUIRED: At the earliest

DURATION: Initial period of six-months under Special Service Agreement (SSA), renewable based on satisfactory performance.

RENUMERATION: Salary will be Rs. 75,000/-p.m. depending upon experience and competence.

QUALIFICATIONS: Bachelor's Degree in any discipline from an approved institution. An advanced degree in any discipline will be preferred. Background knowledge of science is desirable.

DUTIES: Under the direct supervision of the Director, the incumbent will perform the following duties:

- Liaison with the Group leaders/Project Investigators and donor agencies for the follow up of financial settlement of all projects.
- Coordinate with the PIs and related administrative units for timely receipt of funds.
- Review of the project proposals for adherence of established administrative procedures.
- Monitor the master database of external funds projects for the timely submission of the various reports to the donor agencies.

- Responsible for a real-time update on matters related to external funds projects.
- Help develop budgets for projects using qualitative strategy in line with ICGEB's policies.
- Participate in communication with project investigators and managers to understand the procedures of project administration.

DESIRED SKILLS:

- Minimum of 10 years of related professional experience out of which a minimum of 5 years should be in a senior position handling finance and administrative matters.
- Proven ability to decipher Government of India documents related to financial and administrative matters.
- Proven expertise in General Financial Rules (GFR) of the Government of India.
- Excellent written and oral communications skills, including an ease in briefly summarizing the essence of issues and means to address them. Strong oral and written advocacy skills.
- Strong diplomatic and interpersonal skills; able to develop and manage productive relationships with consultants, donors, group leaders and others who contribute to the development of a project by anticipating possible outcomes.
- Seasoned judgment, able to make decisions, justify recommendations, and be responsive, clear, and firm with colleagues and donors.
- Self-directed and accepts full responsibility for completing assignments and resolving issues. Ability to think proactively, take initiative, and see tasks through to completion with appropriate follow-up.
- Ability to understand organizational structure and work through administrative systems and processes.
- Experience with research budgets, particularly in an international context, a plus.

LANGUAGES: English and Hindi essential

APPLICATION DEADLINE: 18 July 2018

Candidates should submit their full CV by completing the ICGEB's Personal History Form available online at: <http://www.icgeb.org/vacancies.html>, together with a cover letter outlining motivation for application and full contact details of three referees.

Applications should be addressed to Personnel Unit, ICGEB, New Delhi, India E-mail: icgeb.ndpersonnel@gmail.com, quoting reference **ND/Admin/05-18 "Consultant (Project Management)"** no later than **18th July 2018**.