



VACANCY NOTICE

ICGEB is an international organisation dedicated to advanced research, training and technology transfer to industry in the field of biotechnology to promote sustainable global development. It holds the privileges and immunities of UN Organisations in India vide Government of India's Gazette notification no. 216, SO 403(E) dated 12 April 1988.

The ICGEB operates under the Common System of the United Nations, and applies the UN standards to salaries, allowances and benefits for its staff.

The ICGEB's New Delhi Component is seeking to appoint a **Procurement Manager**. The position requires an experienced procurement expert to oversee and develop the function in a large *hands-on* scientific research facility, and the duties include:

- Planning, co-ordinating and implementing all functions relating to procurement requests, soliciting local and international quotations;
- Developing and maintaining a roster of local and international vendors;
- Undertaking all functions relating to the import of foreign equipment and supplies, and managing related functions with Customs agents and Indian government agencies;
- Researching products, equipment and supplies markets;
- Inventory management and stocktaking procedures;
- Managing/supervising a small team of procurement staff;
- Acting as focal point for the Component's equipment and supplies committees;

QUALIFICATIONS AND ESSENTIAL SKILLS:

Candidates should be graduates with a minimum of 7 years of demonstrated performance and must have advanced working knowledge of MS Excel. The incumbent should also have excellent verbal and written communications skills in English and Hindi.

Previous experience in an International Organisation is an asset.

Working knowledge in **SAP** is highly desirable and will be an added advantage.

POSITION TYPE:

Fixed term appointment of one year with initial three months probation.

PROPOSED LEVEL:

GS 5 to GS 6, depending upon experience and competence.

LOCATION:

New Delhi

Applicants should submit their full CV by completing the ICGEB's Personal History Form available online at: <http://www.icgeb.org/vacancies.html>

Applications should be addressed to Personnel Unit, ICGEB, New Delhi, India E-mail: rakhi@icgeb.res.in, quoting reference **ND/PROC/05-17 "Procurement Manager"** no later than **25th December 2017**.