



VACANCY NOTICE ND/Admin/02-19

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>

- POST TITLE:** Secretary / Administrative Assistant
- DUTY STATION:** New Delhi
- DATE REQUIRED:** As soon as possible
- DURATION:** Twelve-month Special Service Agreement (SSA); renewable based on requirements and satisfactory performance
- RENUMERATION:** Annual gross salary will be up to Rs. 384,000/- depending upon experience and competence
- DUTIES:** Under the direct supervision of the Administrative Officer, the incumbent will assist in the following:
- provide secretarial / administrative assistance to the Administrative Officer
 - outstanding ability of file management and documentation and handling confidential and important correspondence
 - work with Senior Management
 - interact efficiently with visitors/outside/senior officials
- QUALIFICATIONS:** Bachelor's Degree in any discipline. Vocational or professional qualification, preferably in a Secretarial Practice course from a highly-regarded institute, is an added advantage.

EXPERIENCE: At least two years of experience in handling secretarial and administrative responsibilities under senior officials.

DESIRED SKILLS:

- Proficiency in MS Office, Short-hand, good typing skills and telephone etiquettes.
- Proficiency in verbal and written English communication and drafting skills.
- Ability to handle multiple tasks simultaneously.
- Ability to assist with travel plans by preparing the itinerary, arranging for travel, stay, visa applications & passport renewal etc.
- Administrative activities: Scheduling meetings and appointments, Calendar management, handling of all incoming & out-going mails independently.
- Prioritising incoming correspondence, including letters, E-mail, filter requests for appointments and arranging internal/external meetings and conference calls.
- Preparing for meetings including preparation of agenda and minutes.
- Knowledge and skills of office management systems and procedures.
- Archiving of data, correspondence, circular, etc. in the Administrative Officer's office.
- Coordination, Follow-up & obtain the information/data on time.
- Prioritizing workloads.
- Preparedness to performs other duties as assigned by the Senior Management.

LANGUAGES: English and Hindi essential

APPLICATION

DEADLINE: 28 January 2019

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/02-19
"Secretary / Administrative Assistant" no later than 28th January 2019.