



VACANCY NOTICE ND/Admin/02-18

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 the post of Research / Administrative Assistant

- POST TITLE:** Research / Administrative Assistant
- DUTY STATION:** New Delhi
- DATE REQUIRED:** At the earliest
- DURATION:** Initial period of twelve-month Special Service Agreement (SSA), renewable based on satisfactory performance.
- RENUMERATION:** Annual gross salary will be Rs. 480,000/- depending upon experience and competence
- DUTIES:** Under the direct supervision of Programme Coordinator and overall supervision of the Director, the incumbent will assist in the following:
- analyse and write project proposals, prepare progress/annual reports for funding bodies as required.
 - assist in drafting of research proposals and overall activities, work on assigned tasks and maintenance of files/statistics/documentation.
 - assist in coordinating of inter-institutional programmes.
- QUALIFICATIONS:** Master's degree in science/technology from an approved institution.
- DESIRED SKILLS AND QUALIFICATIONS:**
- Preparation of technical proposals and reports.
 - Ability to record and present complex information effectively.
 - Familiarity and willingness to remain contemporaneous with the subject matter.
 - Training in intellectual property matters and research ethics.
 - Exposure to administrative/financial matters in autonomous organization.

- Knowledge and experience with various research methodologies and relevant software.
- Minimum two years of experience of working in a research environment.

LANGUAGES: English and Hindi essential

APPLICATION DEADLINE: 23rd May 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.: personnel.newdelhi@icgeb.res.in, quoting reference **ND/Admin/02-18 "Research cum Administrative Assistant"** no later than **23rd May 2018**.