



**VACANCY NOTICE PU/TS/04-18**

*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 internal and external applications for the post of  
Head, Human Resources & Personnel Unit**

- POST TITLE:** Head, Human Resources & Personnel Unit
- DUTY STATION:** Trieste, Italy
- DATE REQUIRED:** 1<sup>st</sup> February 2019
- TYPE OF CONTRACT:** Fixed term appointment
- DURATION:** Initial period of three months, with possibility of one year further extensions subject to performance
- LEVEL:** G6/G7 (UN Salary Scale) depending on experience and qualifications
- DUTIES:** Under the direct supervision of the Chief, Legal & Administration, the incumbent will be responsible for the management and supervision of the staff of the Unit. The overall responsibilities of the incumbent includes but are not limited to the following services and tasks:
- day-to-day administration, processes and services related to HR & Personnel (staff members, fellows, consultants, experts and guests) which includes recruitments, job classifications, contracts and relevant financial documentation, letter of awards, salaries, promotion, benefit entitlements, leave;
  - development and maintenance of HR systems, operating procedures, records and practices;
  - social security administration: Health insurance (CIGNA), Life insurance (AETNA), UN Pension Fund (UNJSPF), Insurances related to death or injuries attributable to the performance of duties;
  - liaison with the administration of New Delhi and Cape Town Components for staff related matters in the framework of the application of the ICGEB Staff Rules and Regulations, the Human Resources Management Framework, the Guidelines for the Management of the ICGEB Special Service Agreements, and the Fellowships Policies and Procedures;
  - preparation, revision and implementation of amendments to the ICGEB Staff Rules and Regulations, updating or development of

new policies, maintenance of operational statistics and preparation of reports, guidelines and related documents pertaining to Human Resources;

- HR information and advice to management and staff;
- management of the ICGEB reception;
- other assignments and special projects as assigned.

**QUALIFICATIONS:** Advanced university degree in human resources, management, public or business administration, social sciences, law or another related field. A minimum of 5 years experience in a similar position is required. Knowledge of the United Nations system would be an asset.

**COMPETENCIES:** Excellent knowledge of the different areas of the human resources management and administration; ability to lead and supervise staff and teams; demonstrated analytical and problem-solving skills; ability to interpret rules and administrative guidelines and to solve routine and non-routine issues in the field of Human Resources; excellent communication skills with ability to draft clearly and concisely; strong results-orientated approach; demonstrated ability to work in a team and to establish and maintain effective working relationships with external and internal partners in a multicultural environment; strong IT skills.

**LANGUAGES:** Excellent knowledge of English (written and spoken) and good knowledge of Italian are essential, other UN languages are an asset.

**APPLICATION DEADLINE:** 7 December 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.

*ICGEB is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*

Applications should be addressed via email to HR & Personnel Unit, [personnel@icgeb.org](mailto:personnel@icgeb.org), quoting reference **PU/TS/04-18**.