



VACANCY NOTICE ND/AO/04-18

The International Centre for Genetic Engineering and Biotechnology (ICGEB), established in 1983, is an international, intergovernmental organization conceived as a Centre of excellence for research and training with special regard to the needs of the developing world. 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 Centers worldwide, the three ICGEB Laboratories 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 Administrative Officer, New Delhi Component

The incumbent will handle all matters involving the administrative and general service functions of the New Delhi Component. He/she reports directly to the Director of the Component on matters pertaining to its administration, including accounts, finance, procurement, funding, management of human resources and other relevant issues.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law, social sciences or other area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

Minimum of 10 years of progressively responsible experience, in administration, budgeting/ financial management, accounting, human resources management, procurement and general services in UN common system or equivalent administrative system is essential. Proven experience in a responsible position for interaction with internal and external auditors of an international stature on issues of audit is essential.

Knowledge of, or exposure to, the International Public Sector Accounting Standards (IPSAS) would be required. Working knowledge of the UN SAP would be preferred.

Familiarity with Government of India rules and guidelines and the ability to interpret and handle the Government of India correspondence will be a distinct advantage.

Language:

Fluency in English is essential, knowledge of Hindi an asset.

The post is full-time. A one year contract will be offered for the first term, followed by a 5-year contract, renewal subject to performance, and will foresee an attractive salary package within the United Nations Common System at a level commensurate with the incumbent's qualifications and experience, including participation in the United Nations Joint Staff Pension Fund and international health insurance.

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

Applications should be addressed via email to Personnel Unit, New Delhi, personnel.newdelhi@icgeb.res.in quoting reference **ND/AO/04-18** “**Administrative Officer**”

Closing Date for the Applications: June 18, 2018

JOB DESCRIPTION

- POST TITLE:** Administrative Officer - New Delhi Component
- LEVEL:** Grade B or C (depending upon relevant experience) of the National Officer category.
- DATE REQUIRED:** As soon as possible
- DURATION:** As per contract conditions
- DUTY STATION:** New Delhi, India
- DUTIES:** Under the direct supervision of the Director of the New Delhi Component, and the overall guidance of the Director-General and in liaison with the Chief, Legal and Administration, at headquarters, the incumbent shall be responsible for all administrative, and general service functions related to the operations of the New Delhi Component. The incumbent will have responsibility to maintain homogeneity with the headquarters in the operations at the New Delhi Component.

Within the limits delegated by the Director-General, assume responsibilities, in particular:

- for all Human Resource functions for the Component, including recruitment, placement, duties and responsibilities and administration of the Component's staff, in accordance with the ICGEB Staff Rules and Regulations;
- assume responsibility for all financial functions for the Component, including monthly reporting as required as well as on annual basis for incorporation into the ICGEB's consolidated annual financial statements, in accordance with the ICGEB Financial Rules and Regulations;
- assist the Director of the Component to prepare detailed budgetary requirements for the New Delhi Component, providing adequate explanation and justification, as required;
- assume responsibility for the Component's bank accounts and cash disbursements;
- assume responsibility for the receipt and administration of funds received by the Component as external grants, in accordance with the Administrative Guidelines issued by the Director-General;

- assume responsibility for the preparation and drafting of organizational procedures and instructions, advise the Director of the New Delhi Component on administrative matters, and liaise on this matter with Headquarters;
- manage and control activities in relation to claims and insurance, building management and maintenance, registry, mail, archives, property control, inventory, visas and travel, and courier services;
- assume overall responsibility for the Procurement function, and supervise the activities of the Procurement Manager of the Component, in line with the provisions of the ICGEB Procurement Manual;
- on a monthly basis, report on and analyse all expenditure against the Component's core budget allocations, or against funds available through external grants, and on a project by project basis, as required;
- manage the Component's inventory of assets, and prepare periodic inventory and statistical reports, as required;
- be responsible for the payroll of the General Service Staff employed at the Component and for the maintenance of personnel records;
- provide guidance and assistance to Fellows and trainees at the Component under the framework of the ICGEB training programmes;
- liaise, under the guidance of Director of the New Delhi Component, with the relevant Indian authorities on administrative and financial matters related to the Component, as required;
- act as a focal point for the ICGEB's External Auditor and Internal Auditor, and ensure access to, and cooperation by, ICGEB staff at the Component;
- maintain close relationship with the UNDP Office in New Delhi in respect of matters of common interest, with particular reference to the implementation of the UN Common System scale of Salaries and Entitlements;
- be responsible of the logistics of any meetings of the Board of Governors or of the Council of Scientific Advisers held in New Delhi;
- assume responsibility on other matters as delegated by the Director-General or the Director of the New Delhi Component.