



**VACANCY NOTICE PU/TS/01-18**

*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 technological 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 programmes 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 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 local applications for a position of Accounts Assistant  
on Special Service Agreement**

- POST TITLE:** Accounts Assistant
- CONTRACT TYPE:** Special Service Agreement
- GROSS REMUNERATION:** Euro 2,400/month
- DURATION:** Seven months with possibility of further extension (maternity leave substitution)
- DATE REQUIRED:** 15 February 2018
- DUTY STATION:** Trieste, Italy
- DUTIES:** Under the direct supervision of the Head, Accounts Unit, the incumbent will be requested to perform the following duties:
- Management of invoices and vendors;
  - Preparation of supporting documents for reporting purposes;
  - Management of home-banking and manual payments;
  - Daily accounting entries;
  - Travel requests reimbursement processing;
  - Other duties as required within the Unit.
- QUALIFICATIONS:** High School Diploma in Accounting or closely related fields or University degree in Economics. At least three years experience in accounting. Previous experience with accounting software programs and accounting experience in ERP system mandatory, experience with SAP an asset.
- LANGUAGES:** English working knowledge and Italian essential.
- APPLICATION DEADLINE:** 31 January 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.

Applications should be addressed to HR & Personnel Unit, ICGEB, Padriciano 99, 34149 Trieste, Italy E-mail: [personnel@icgeb.org](mailto:personnel@icgeb.org), quoting reference **PU/TS/01-18**