



# ICGEB

International Centre for Genetic  
Engineering and Biotechnology

Developing  
Knowledge

## VACANCY NOTICE PU/TS/01-17

*The International Centre for Genetic Engineering and Biotechnology (ICGEB), established in 1987, 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 Chief, External Relations

|                       |   |
|-----------------------|---|
| <b>POST TITLE:</b>    | Chief, External Relations   |
| <b>DUTY STATION:</b>  | Trieste   |
| <b>DATE REQUIRED:</b> | As soon as possible   |
| <b>DURATION:</b>      | Initial period of one year, with possibility of extension for five years subject to performance         |
| <b>LEVEL:</b>         | P3/P4 depending on experience and qualifications  |
| <b>DUTIES:</b>        | Under the general supervision and guidance of the Director-General, the Chief, External Relations will: |

Serve as focal point for ICGEB external relations:

- Elaborate, implement and monitor the strategy to outreach relevant stakeholders, partners, institutions and international organisation in Europe and worldwide. The strategy will be designed in coordination with the Director-General and Senior Management, and will address needs and requirements of ICGEB Member States and other countries;
- Establish and maintain formal contacts with Governments of member and non-member States, in charge of all issues related to membership and potential membership in the Centre;
- Support the Director General and Senior Management in the international relations aiming at the fulfillment of ICGEB Statutory mission and, in particular, assisting partner countries (ICGEB Member States and potential Members) in strengthening their scientific and technological capabilities in the field of molecular genetics and biotechnology fostering international cooperation;
- Advise and assist the Director-General in establishing co-operation with, and potential support of, the UN and other international organizations, including the EU, to enhance their understanding of ICGEB and influence research policies of relevance to the ICGEB fields of expertise;
- Manage awareness activities addressing international stakeholders;
- Monitor developments in EU and national science policies that may affect the work of ICGEB and define actions and priorities for strategic intervention and engagement;
- Serve as Secretary of the Board of Governors and the Council of Scientific Advisers of the ICGEB;
- In coordination with the Director-General, organise and coordinate the meetings of the Board of

Governors and of its subsidiary organs, including the Council of Scientific Advisers; provide guidance to the Chairman of the Board and to the Director-General in respect of these meetings; supervise preparation of documentation for these meeting and ensure its timely distribution to Member States;

- Represent ICGEB in international events, when required;
- Coordinate international meetings, delegations and events and ensure that positive relationships are maintained in alignment with the overall strategic objectives set by the Director-General and the Board;
- Other related duties as may be required by the Director-General.

**QUALIFICATIONS:** Advanced university degree (Master's degree or equivalent) in international relations, political or social sciences or related fields. At least 7 years work experience in the field of external relations (previous experience of external relations in the scientific sector in the European Union or United Nations systems is an asset).

The position requires outstanding organizational skills, good attention to details, excellent communication and interpersonal skills, ability to work both independently and as a part of a team, experience in multi-stakeholder and multidisciplinary environment and commitment to meet deadlines. Candidates should have a good knowledge of the United Nations Common System, of the European Commission legal and financial framework and of the European Union decision-making process, in particular those aspects related to collaboration with International Organizations.

**COMPETENCIES:** Strategic thinking, leadership ability with determination to succeed; strong and relevant network of contacts within the international and European scientific sector, in particular with the EU Institutions and with other International Organizations. Experience of setting and achieving strategic objectives, strong team player and confident decision maker; strong networking, public relations and relationship building skills; ability to establish and maintain cooperative relationships with staff and management at all levels, both inside and outside the organization; ability to take a constructive approach to resolution of problems in an efficient and timely manner; integrity and probity; utmost discretion in handling sensitive and confidential matters; ability to work efficiently and effectively under pressure; availability to travel internationally.

**LANGUAGES:** English and Italian, other UN languages an asset.

**APPLICATION DEADLINE:** May 31, 2017

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 at least three referees.

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/01-17**