



ICGEB

International Centre for Genetic
Engineering and Biotechnology

Developing
Knowledge

VACANCY NOTICE PU/TS/02-18

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 internal and external applications for the post of Administrative Assistant, Legal and Administration Office

- POST TITLE:** Administrative Assistant
- DUTY STATION:** Trieste
- DATE REQUIRED:** As soon as possible
- DURATION:** Initial period of three months, with possibility of one year further extensions subject to performance
- LEVEL:** G2/G3 depending on experience and qualifications
- DUTIES:** Under the general supervision and guidance of the Chief, Legal and Administration, the incumbent will be required to perform the following duties:
- provide administrative assistance in the management of matters pertaining to the overall running of the office, including documents analysis and summary, power point presentations, tables and charts, activity reports etc.;
 - review the incoming correspondence, e-mails, administrative routine correspondence, prepare the necessary draft letters and take action where possible;
 - keep and update the agenda of the supervisor, maintain travel and work schedules, including travel arrangements when requested, e.g. flight schedule, visa etc.;
 - maintain and carry out the filing/archiving of all documentation of the Office, both in electronic and hard formats, including documents digitalization;
 - keep contact directories updated, including international organizations, private partners, member states representatives, consultants, etc.;
 - interact with the Office of the Director-General and Offices of the Director, New Delhi and Cape Town Components, as well as with the Units of the Administration within the three Components, on all matters related to the administration of the Organization;
 - provide support in meetings and any other events with stakeholders representatives, including preparation of the agenda, background documents, logistics, hospitality, as requested;
 - perform other work related duties as may be required.

QUALIFICATIONS: High School Diploma and proficiency in office automation is essential. University degree is an asset. Two years minimum experience in a similar position is required.

COMPETENCIES: Ability to perform a broad range of specialized activities, including data/schedule management, excellent IT skills (Mac environment, PowerPoint, Excel, Word, Mail, FileMaker Pro and other databases use); maintenance of protocol, information flow; ability to search, extract, interpret, analyze data; problem solving attitude; ability to take minutes and draft documents; excellent organization/prioritization to cope with multi-tasking performance; discretion, tact, attention to detail and helpfulness. The incumbent should be at ease in an international environment, possess strong ability in communication and consistently approach work with energy, positive and constructive attitude; should remain calm, in control and good humored even under pressure and with tight deadlines, should demonstrate openness to change and ability to manage complexities.

LANGUAGES: English mother tongue or equivalent level and knowledge of Italian are essential, other UN languages are an asset.

APPLICATION DEADLINE: 31 March 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 via email to HR & Personnel Unit, personnel@icgeb.org, quoting reference **PU/TS/02-18**.