



## VACANCY NOTICE ND/Admin/05-19

*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 programmes 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 <https://www.icgeb.org>*

### **The ICGEB invites applications for the post of Research cum Administrative Assistant**

**POST TITLE:** Research cum Administrative Assistant

**DUTY STATION:** New Delhi

**DATE REQUIRED:** At the earliest

**DURATION & REMUNERATION:** The successful candidate shall initially be offered a twelve-month Special Service Agreement (SSA), renewable based on satisfactory performance.

Annual gross salary will be Rs. 480,000/- depending upon experience and competence.

**DUTIES:** Under the overall supervision of the Director, the incumbent will assist in the following:

- Assist in coordinating of inter-institutional programme;
- prepare progress/annual reports for funding agencies as required by funding agencies;
- assist in drafting of institutional research proposals and overall activities;
- work on other assigned tasks and maintenance of data/statistics/documentation;

### **QUALIFICATIONS AND ESSENTIAL SKILLS:**

- Master's degree in science/technology from an approved University/institution with minimum of 4 years of working experience in the biotechnology research environment;
- Preparation of technical proposals and reports;

- Ability to record and present complex information effectively;
- Familiarity and willingness to remain contemporaneous with the subject matter;
- Exposure to administrative/financial matters in autonomous organization;
- Excellent knowledge of contemporary research in modern biology and biotechnology;
- Knowledge and experience of various research methodologies and relevant software;

**LANGUAGES:** English and Hindi essential

**APPLICATION**

**DEADLINE:** 17<sup>th</sup> June 2019

Candidates should submit their full CV by completing the ICGEB's Personal History Form available online at: <https://www.icgeb.org/about-us/work-with-us/>, together with a cover letter outlining motivation for application and full contact details of three referees.

Applications should be addressed to Personnel Unit, ICGEB, New Delhi, India  
E-mail: [icgeb.ndpersonnel@gmail.com](mailto:icgeb.ndpersonnel@gmail.com), quoting reference ND/Admin/05-19  
**"Research cum Administrative Assistant"** no later than **17<sup>th</sup> June 2019**.