



VACANCY NOTICE ND/Admin/03-20

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 programs 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 <http://www.icgeb.org/home.html>

**The ICGEB invites applications for two positions of Administrative Assistants
(Engineering/Maintenance)**

POST TITLE:	Administrative Assistants (Engineering/Maintenance)
Area of Work:	Civil Work/General Maintenance
DUTY STATION:	New Delhi
DATE REQUIRED:	At the earliest
DURATION:	Twelve-months Special Service Agreement (SSA); renewable based on requirement and satisfactory performance.
RENUMERATION:	Salary will be up to Rs 32,000/- p.m. depending upon experience and competence.
DUTIES:	Under the direct supervision of the concerned unit Head and overall supervision of the Administrative Officer, the incumbent will assist in the following functional areas:

Engineering:

- Three years of working experience in supervising the civil work and knowledge of Auto CAD and can be able to make estimates and drawings for the civil work projects for the post of Engineering Assistant.
- Liaison with the staff of the contractors of maintenance, housekeeping, security, cafeteria, horticulture and pest control in order to ensure that their work is running smoothly and exactly in line with the duties and responsibilities as listed in their respective contracts.
- Co-ordinate proper functioning of the elevators by coordinating with the concerned company and the maintenance staff.
- Maintenance of building life-safety and security alarm systems, and systems such as heating, ventilation, air conditioning, plumbing, electrical and lighting.
- General building repairs.

Maintenance:

- The incumbent should have an outstanding ability of file management and documentation and must be capable of handling confidential and important correspondence, preparation of estimate and bill processing.
- Working knowledge of MS office - Word, Excel is mandatory.
- Knowledge in handling office documentation.
- Ability to handle multiple tasks simultaneously.
- Performs other duties as assigned by the Management.

QUALIFICATIONS:

- ITI Draughtsman (Civil) with knowledge of Auto CAD (Civil) for the function of Engineering Support.
- Bachelor's Degree in any discipline for the function of Maintenance Support.

EXPERIENCE:

At least three years of experience in handling relevant field/office responsibilities.
Previous experience in an International Organization/National Institutes/Universities is an asset

DESIRED SKILLS:

- Proficiency in MS Office.
- Proficiency in verbal and written English communication and drafting skills.
- Ability to handle multiple tasks simultaneously.
- Prioritising incoming correspondence, including letters, E-mails.
- Knowledge and skills of office management systems and procedures.

LANGUAGES: English and Hindi essential

APPLICATION DEADLINE: 30th September 2020

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, quoting reference ND/Admin/03-20 "Administrative Assistants Engineering/Maintenance" no later than 30th September 2020.