VACANCY NOTICE PU/TS/09-21

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 is available at https://www.icgeb.org

The ICGEB invites applications for the post of Head, Meetings & Courses

POST TITLE: Head, Meetings & Courses

DUTY STATION: Trieste, Italy

DATE REQUIRED: 15 November 2021

TYPE OF CONTRACT: Fixed term appointment

DURATION: Initial period of three months, with possibility of one year further extensions subject to satisfactory performance and project duration

LEVEL: GS-5/GS-6 (UN salary scale) depending on experience and qualifications

DUTIES: Under the guidance of the Director-General and the scientific guidance of the Programme Scientific Coordinator, the incumbent will be responsible for the management and full running of the Meetings and Courses (M&C) Programme, in particular:

- coordinate the programme, ensuring homogeneity of procedures and providing guidance to homologous at the New Delhi and Cape Town Components;

- liaise with the Fellowships and CRP Programmes to harmonise policies, procedures and terms of reference to allow a coherent approach and ICGEB branding;

- coordinate with ICGEB Management, offices, scientists and external institutions the implementation of the planned activities and identification of new initiatives and collaborations within the M&C Programme in line with the Centre’s mandate, including opportunities of co-funding, increased visibility and reaching out to the non-member
- oversee and coordinate the annual M&C Call (review and selection), liaising with Directorate / Reviewing Committee / Liaison Officers;

- coordinate administrative and financial follow-up after selection, including communications, financial documents and planning of events;

- oversee implementation of activities in Member States, including coordination of review of scientific and financial reports, dissemination of information, publicity and co-sponsoring possibilities;

- act as Manager for Trieste M&C and annual “key meeting(s)”, liaising with the Scientific Committee and offices concerned for overall planning and organization, including budget control, external sponsorships, payments, final reporting; supervise selection of participants and all related issues (visa assistance, logistics, eventual funding); coordinate external agencies / service suppliers / support staff;

- supervise and coordinate the activities of the Staff assigned or collaborating with the Unit;

- coordinate with the M&C Web Editor up-to-date information for M&C web pages;

- supervise M&C information provided for statistics;

- collaborate in the update and improvement of dedicated IT tools;

- perform other work-related duties as required.

**QUALIFICATIONS:**

High School Diploma or equivalent. A University Degree is an asset. A minimum of 6 years’ experience and extensive experience at senior level in organization of meetings and conferences plus good experience in accountancy and administrative duties.

**COMPETENCIES:**

Excellent organizational and communication skills; ability to lead and supervise staff; demonstrated analytical and problem-solving skills; demonstrated ability to work in a team and to establish/maintain effective working relationships with external and internal partners in a multicultural environment; strong IT skills.

**LANGUAGES:**

Fluency in English, knowledge of Italian is an asset.

**APPLICATION DEADLINE:** 25 September 2021
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.

ICGEB is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Applications should be addressed via email to HR & Personnel Unit, recruitment.ts@icgeb.org, quoting reference PU/TS/09-21.