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 External Relations and Communications Assistant

POST TITLE: External Relations and Communications Assistant

DUTY STATION: Trieste, Italy

DATE REQUIRED: 1 March 2022

TYPE OF CONTRACT: Fixed Term Appointment

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

LEVEL: GS-2 (UN Salary Scale)

DUTIES: Under the overall guidance and supervision of the Chief, External Relations (50%) and the Head, Communications, Public Information and Outreach (50%), the incumbent will be requested to perform the following duties:

- support the Chief, External Relations in her duties, also through direct contact with relevant stakeholders;
- perform research on external partners and member/non-member states and update country profiles and statistics;
- maintain the internal database;
- support in the organisation of the Council of Scientific Advisers and the Board of Governors and/or other events related to the activities of external relations and outreach, including sending invitations, draw list of participants, updating the budget, assisting with the logistics, providing front desk duties during events;
- assist the Head, Communications, Public Information and Outreach in consolidating the ICGEB Alumni Association, through correspondence, campaigns, preparation of electronic newsletters,
updating contacts, and other initiatives that may develop in this context;
- provide support in the preparation of public engagement events and projects aimed at public participation in initiatives raising awareness and visibility of the Organisation;
- assist in drafting and publishing Web and social media posts, and updating the web site.

QUALIFICATIONS: High School Diploma or equivalent. University Degree in International Relations, Communications or related fields is an asset. A minimum of 2 years relevant work experience in external relations in an international organization.

COMPETENCIES: Proactive approach and motivation to work in team in a multicultural environment, results orientation, high commitment, accuracy and respect of deadlines, excellent interpersonal and communication skills, organizational and planning abilities. Excellent digital skills (Microsoft Office tools, database management, social media promotion tools, website-building tools, Zoom/Teams as conference tools etc.).

LANGUAGES: Fluency in English and Italian is essential. Other languages are an asset.

APPLICATION DEADLINE: 24 January 2022

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/01-22.