



ICGEB International Centre for Genetic Engineering and Biotechnology

VACANCY NOTICE ND/Admin/02-22

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 Civil/ Electronics/Electrical)

POST TITLE:	Administrative Assistants (Engineering- Civil/Electronics/Electrical)
Area of Work:	Civil Work/Electronic Instrumentation/Electrical
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 40,000/- 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:

Civil Engineering:

- 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.

Electronics/Electrical Engineering:

- Coordinating the maintenance and upkeep of all the laboratory equipment, ensuring the period preventive maintenance are undertaken in a time manner.

- Ascertain the site preparedness of scientific equipment at the time of project proposals, so as to aid the management in taking an informed information about the infrastructural requirement beforehand.
- Ensuring that the electrical installations supporting the equipment facilities are in proper working conditions so that the facilities function without any interruption.
- Assist the Equipment and Safety Manager in undertaking all the safety related protocols and ensure that they are well in place.
- Keeping himself updated about the state-of-art technologies in the market to assist the scientific & research community in procuring the latest technology.
- Participate in the technical evaluation process of scientific equipment by preparing & comparing the technical bids of tenders.
- Proper recordkeeping of all AMC/CMC contracts, service visits as per contracts, spares replacements, verification of log books for usage of equipment facilities.
- Assist in monitoring and maintaining adequate environment in specialized facilities like the BSL 2 & 3, ensuring that the staff are following the safety protocols for these facilities.
- Maintain records for disposal of equipment and prepare the documentation for the property survey committee.

QUALIFICATIONS:

- ITI Draughtsman (Civil) with knowledge of Auto CAD (Civil) for the function of Engineering Support.
- ITI/Diploma/Degree (Electronics/Electrical) for the function of Electronics/Electrical Instrumentation Support.

EXPERIENCE:

One to 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 essential

APPLICATION DEADLINE: 10th June 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.

Applications should be addressed to Personnel Unit, ICGEB, New Delhi, India E-mail.: icgeb.ndpersonnel@gmail.com, quoting reference ND/Admin/02-22 "Administrative Assistants (Engineering Civil /Electronics/Electrical)" no later than 10th June 2022.