



VACANCY NOTICE PUTS/04-23

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 Junior Accounts Assistant

POST TITLE:	Junior Accounts Assistant
DUTY STATION:	Trieste, Italy
DATE REQUIRED:	1 October 2023
TYPE OF CONTRACT:	Fixed term appointment
DURATION:	An initial period of three months, with possibility of one-year extensions subject to satisfactory performance.
LEVEL:	GS-1 (UN Salary Scales)
DUTIES:	<p>Under direct supervision of the Chief, Financial Services, the incumbent will be required to:</p> <p>Accounts Payable:</p> <ul style="list-style-type: none">• Verify invoices against commitment and delivery notes;• Register all invoices in the accounting software;• Prepare invoice for payment.• Keep contacts and correspondence with suppliers related to invoices. <p>Travel related process:</p> <ul style="list-style-type: none">• Provide information to ICGEB personnel regarding travel entitlements and completion of travel requests;• Based on travel requests preparation of the travel commitments;• Calculation of travel settlements;• Prepare a list for the Personnel Unit of the personnel on official mission.

Insurance processing:

- Verify insurance policies in order to prepare the payments of premium and maintain the relevant records up-to-date.
- Perform other work-related duties as may be required.

QUALIFICATIONS: High school diploma in accounting or equivalent. University degree is an asset. At least one year of experience in invoicing, accounting , finance or similar role.

COMPETENCIES: Ability to work in a team, accuracy, good interpersonal and communication skills and interest in working in a multicultural environment. Basic knowledge of general accounting, bookkeeping or related areas. Working knowledge of MS Word, Excel and Outlook. Knowledge of complex financial systems or ERP , preferably SAP, would be an asset.

LANGUAGES: English and Italian essential.

APPLICATION DEADLINE: 19 June 2023

HOW TO APPLY:

Applicants must complete an on-line application by creating an account on the ICGEB Service Gateway accessible [HERE](#) by clicking “Sign Up”. Applicants already in possess of an ISG account should click “Login” and select “Work with us - Apply for a job position”. If you experience problems in registering or logging in to your ISG account, please contact support@icgeb.org.

ICGEB is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age. Candidates are assessed against the criteria listed in the vacancy notice, and evaluation is competency-based interview and may include tests.