VACANCY NOTICE PU/TS/08-23

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 Head, CRP & Fellowship Programmes

POST TITLE: Head, CRP & Fellowship Programmes

DUTY STATION: Trieste, Italy

DATE REQUIRED: As soon as possible

TYPE OF CONTRACT: Fixed-term appointment

DURATION: An initial period of three months, with the possibility of one-year extensions subject to satisfactory performance.

LEVEL: GS-5 (UN Salary Scales)

DUTIES: Under the overall supervision of the Director-General and the scientific guidance of the Programme Coordinator, the incumbent will be responsible for the management and full running of the Collaborative Research Programme (CRP) and Fellowship Programmes in particular:

- supervise and coordinate the CRP and Fellowship Programmes in accordance with the ICGEB guidelines and in coordination with the relevant Units;
- liaise and report to the CRP & Fellowship Committees;
- management of the ICGEB PhD programme in coordination with the PhD Course Coordinator and with the partner Universities;
- liaise with the PhD course coordinator and the Research Degree Committee on aspects related to the PhD programme activities in compliance with the rules and procedures foreseen by the ICGEB as well as partner Universities;
• management of the ICGEB CRP & Fellowship Programmes’ annual budget allocation in coordination with the Financial Services;
• checking of CRP & Fellowships scientific and financial reports with the support of the other Units and Group Leaders involved;
• liaise with the Meetings & Courses Funding Programme to harmonise policies, procedures and terms of reference to allow a coherent approach and ICGEB branding;
• responsible for the supervision of the staff of the Unit;
• liaise with responsible staff in Cape Town and New Delhi Components;
• provide the ICGEB Web Editor with up-to-date information to be posted on the Research Grants and Fellowships Web pages;
• verify statistical information as and when required.

QUALIFICATIONS: High school diploma or equivalent. University degree is an asset. A minimum of 5 years of related work experience with scientific research programmes; previous experience in an international organization and scientific working environment are an asset. Experience with the management of research grants and fellowship programmes is an asset.

COMPETENCIES:
• Excellent organizational and communication skills;
• Ability to lead and supervise staff;
• Demonstrated analytical and problem-solving skills;
• Demonstrated accuracy and attention to detail;
• Proven ability to deliver results and effectively manage multiple programmes;
• Good interpersonal skills, tact and diplomacy;
• Excellent digital skills (Microsoft Office tools, database management, video conferencing tool Zoom/Teams);
• Ability to work with senior management and external partners.

LANGUAGES: Fluency in English and knowledge of Italian is an asset.

APPLICATION DEADLINE: 4 December 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 have 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 a competency-based interview and may include tests.