VACANCY NOTICE PU/TS/02-24

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](https://www.icgeb.org)

The ICGEB invites applications for the post of Junior Project Assistant

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<tr>
<th>POST TITLE:</th>
<th>Junior Project Assistant</th>
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<td>DUTY STATION:</td>
<td>Trieste, Italy</td>
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<td>DATE REQUIRED:</td>
<td>1 March 2024 at the earliest</td>
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<td>DURATION:</td>
<td>Initial period of three months, with possibility of one year extension subject to satisfactory performance and availability of funding</td>
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<td>LEVEL:</td>
<td>GS-1/GS-2 (UN Salary Scales) at 75% part-time status, depending on experience and qualifications</td>
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<td>DUTIES:</td>
<td>Under the overall guidance and supervision of the Head, Fundraising, Technology Transfer and Innovation, the incumbent will be requested to perform the following duties:</td>
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- Support in the technical and financial implementation of the INTERREG Italia - Österreich funded project “CEDRIC – Creation of a sustainable and cross-border agro-ecosystem by exploiting the biodiversity of the root microbiome”, including reporting and partnership coordination. More specifically:
  - monitor the implementation of project activities, deadlines and production/submission of project deliverables in liaison with the Scientific Coordinator and External Funds Administration;
assist in the development and implementation of the Project’s online stakeholder platform and mapping of the project’s stakeholders and their engagement in project-related activities;

assist in the management of the projects’ stakeholders community and in project internal communication activities;

assist in the coordination of offices and scientific group(s) involved in the Project, including Scientific Coordinator, Scientists, External Funds Administration and Outreach and Communication;

organize project meetings and prepare project presentations;

draft the progress and final reports, including monitoring and control of project partners’ contributions;

support the External Funds Administration in all financial reporting tasks, including collection and entry of narrative and financial data and justification documents into the required online platform, as well as monitoring of project expenditures and reimbursements;

assist the Scientific Coordinator and the External Funds Administration in the preparation of necessary documents for possible requests of budget variation and in view of external audits and for the general liaison with the donor;

support in the preparation of project promotion materials and dissemination contents;

disseminate internally and externally opportunities for knowledge exchange, training and events related to the project’s implementation and Interreg grants.

**QUALIFICATIONS:**

Essential: Diploma. Experience in project development and project management, experience with international and multidisciplinary consortia.

Assets: University degree in Economics, International Studies, Natural Sciences, Life Sciences related fields or other applicable. Previous experience with European funding, Interreg and POR FESR programmes. Experience in international organisations and/or in scientific research contexts.

**COMPETENCIES:**

Proactive attitude and motivation to work in team, results oriented, high commitment, accuracy and respect of deadlines, good interpersonal and communication skills, organizational and planning abilities, analysis and reporting. Digital skills include common tools (excel, word, PPT, Internet, organizing tools). Knowledge of web-based forums and platforms for knowledge sharing and community creation is a
plus. Knowledge of media and communication tools is a plus.

**LANGUAGES:**
English and Italian essential since it is the language of the project. Knowledge of German desirable.

**APPLICATION DEADLINE:** 31 January 2024

**HOW TO APPLY:**

Applicants must complete an on-line application by creating an account on the ICGEB Service Gateway accessible [HERE](http://icgeb.org) 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](mailto: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.*