**VACANCY NOTICE PU/TS/03-24**

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 Administrative Assistant

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<tr>
<th>POST TITLE:</th>
<th>Administrative Assistant</th>
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<tr>
<td>DUTY STATION:</td>
<td>Trieste, Italy</td>
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<td>DATE REQUIRED:</td>
<td>As soon as possible</td>
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<td>TYPE OF CONTRACT:</td>
<td>Fixed-term appointment</td>
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<td>DURATION:</td>
<td>Initial period of three months, with the possibility of one-year further extensions subject to satisfactory performance.</td>
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<td>LEVEL:</td>
<td>GS-2/GS-3 (UN Salary Scales) depending on experience and qualifications</td>
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<td>DUTIES:</td>
<td>Under the general supervision and guidance of the Chief, Legal and Administration, the incumbent will be required to perform the following duties:</td>
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- review the incoming correspondence, e-mails, administrative routine correspondence, prepare the necessary draft letters and take action where possible;
- provide administrative assistance in the management of matters pertaining to the overall running of the office including insurance related matters, as well as documents analysis and summary, power point presentations, tables and charts, activity reports etc.;
- maintain and carry out the filing/archiving of all records of the Office, both in electronic and hard formats;
- timely submission of contribution notices and receipts to member states;
- review, edit and proof-read documentation as required, including agreements and contracts;
- facilitate cross-team collaboration in the framework of
the database project by liaising with all the Units/Offices involved and by organising dedicated meetings;
• liaise with other Offices within the three Components, on all matters related to the administration of the Organisation;
• provide support and draft minutes in meetings and any other events with stakeholders representatives, including preparation of the agenda, background documents, logistics, hospitality, as requested;
• keep the updated agenda of the Unit;
• perform other work-related duties as may be required.

QUALIFICATIONS: High School Diploma and proficiency in office automation is essential. University degree is an asset. Two years minimum experience in a similar position is required.

COMPETENCIES: Ability to perform a broad range of specialized activities, including data/schedule management, excellent organization/prioritization to cope with multi-tasking performance; attention to details; excellent IT skills; maintenance of protocol, information flow; ability to search, extract, interpret, analyze data; problem solving attitude; discretion, tact, attention to detail and helpfulness. The incumbent should be at ease in an international environment, possess strong ability in communication and consistently approach work with energy, positive and constructive attitude; should remain calm, in control and good humored even under pressure and with tight deadlines, should demonstrate openness to change and ability to manage complexities.

LANGUAGES: English mother tongue or equivalent level and knowledge of Italian are essential, other UN languages are an asset.

APPLICATION DEADLINE: 26 February 2024

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.