VACANCY NOTICE PU/TS/07-24

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

The ICGEB invites applications for the post of Human Resources & Personnel Assistant

POST TITLE: Human Resources & Personnel Assistant

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 further extensions subject to satisfactory performance.

LEVEL: GS-3 (UN Salary Scales)

DUTIES: Under the overall supervision of the Human Resources Officer, HR & Personnel Unit, and within delegated authority, the incumbent will be requested to perform the following duties:

Social Security and Pension:
Act as the Secretary of the ICGEB Staff Pension Committee (SPC) in adherence to the Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund (UNJSPF), attend meetings for the SPC, as well as similar committees and gatherings. In addition, the incumbent will:

- Enrol ICGEB staff members in the UNJSPF after determining their eligibility to participate in the UN Pension Fund, and process entitlements and benefits, including registrations, validations, restorations, separations and disability cases;
• Organize, update and process monthly contributions to the UNJSPF for the staff members and ICGEB;
• Prepare and transmit year-end reconciliation and schedules of ICGEB to the UNJSPF in a timely manner;
• Provide UNJSPF with monthly deductions related to former staff enrolled in the After Service Health Insurance (ASHI);
• Register the former eligible staff in the UNJSPF database related to ASHI;
• Assist and respond to ICGEB staff members’ and retirees’ queries and issues related to the pension fund, including ASHI;
• Monitor and follow up on the timely processing of disability cases, ensuring that all supporting documents are presented to SPC members in a timely manner;
• Update the relevant database accordingly.

**Insurances:**
• On behalf of ICGEB, liaise with Health/Life/Appendix D Insurance Providers for Personnel plans;
• Maintain a database of all Insurance Providers and ensuring all policies are renewed timely;
• Assist in the administration and monitoring of the plans.

**HR Administration:**
• Maintain a confidential HR database for Trieste Component to ensure information accuracy for statistics and reporting;
• Process online requests and renewals of Ministry of Foreign Affairs and International Cooperation (MAECI) cards for Trieste based staff;
• Perform other work-related duties as may be required.

**QUALIFICATIONS:**
High school diploma or equivalent. A university degree in Human Resources, Business Administration, or a related field is an asset. Three years of relevant experience in Pension, Health and other insurance administration. Previous work experience in Human Resources in an international organisation is an asset.

**COMPETENCIES:**
Practical experience with standard office software packages (MS Office). Experience in dealing with confidential matters with discretion; good attention to detail; strong organizational and planning skills; ability to engage collaboratively within a team and with external service providers.

**LANGUAGES:**
Excellent knowledge of English (spoken and written). Working knowledge of Italian (spoken and written).

**APPLICATION DEADLINE:** 14 April 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 who 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.