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 Administrative Assistant

POST TITLE: Administrative Assistant
DUTY STATION: Trieste, Italy
DATE REQUIRED: As soon as possible
TYPE OF CONTRACT: Fixed-term appointment
DURATION: Probationary period of three months, followed by one-year extensions, subject to satisfactory performance.
LEVEL: GS-2/GS-3 (UN Salary Scales) depending on experience and qualifications.
DUTIES: Under the general supervision and guidance of the Chief, Legal and Administration, the incumbent will be required to perform the following duties:

- 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 Organization;

- 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;

- perform other work-related duties as may be required.

**QUALIFICATIONS:**

High School Diploma and proficiency in office automation is essential. A University degree is an asset. A minimum of two years of relevant experience in a similar position in an international organization is desirable.

**COMPETENCIES:**

Ability to perform a broad range of administrative tasks, including data/schedule management, budget/work programme. Excellent organizational skills. Ability to multitask, and attention to details; maintenance of protocol. Excellent command of Microsoft Office and other IT tools. Ability to work under pressure. Strong communication skills, ability to work in a multicultural environment.

**LANGUAGES:**

Excellent knowledge of English and Italian.

**APPLICATION DEADLINE:** 15 May 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.*