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 Project Assistant

POST TITLE: Project Assistant

DUTY STATION: Trieste, Italy

DATE REQUIRED: as soon as possible

TYPE OF CONTRACT: Project appointment financed by an externally funded project entitled: “Bioinoculants for food security in Africa”, funded by the Italian Ministry of Foreign Affairs and International Cooperation

DURATION: Initial period of three months, with possibility of one year extension subject to satisfactory performance and availability of funding

LEVEL: GS-2/GS-3 (UN Salary Scales) depending on experience and qualifications

DUTIES: Under the overall guidance and supervision of the Head, Fundraising, Technology Transfer and Innovation, the incumbent will be requested to perform the following duties:

• Support in the technical and financial implementation of the funded project “BioInoculants for food security in Africa”, including reporting and coordination. More specifically:
  - liaise with implementing partners and beneficiaries in African countries, monitoring the implementation of the activities in accordance with the project plan, including technical activities such as piloting and scale-up of production of bio-fertilisers and bio-inoculants;
- scout stakeholders in Italy and Africa and raise awareness of the project with industries, farmers, public bodies and governments;
- support the Communications, Public Information & Outreach office in the organization of events to communicate project activities and results;
- monitor the implementation of project activities, deadlines and production/submission of project deliverables in liaison with the Scientific Coordinator, other ICGEB scientists and External Funds Administration;
- assist in the coordination of ICGEB offices and scientific group(s) involved in the project, including Scientific Coordinator, partners in African countries, External Funds Administration, CRP and Fellowships and Communications, Public Information & Outreach;
- organize project meetings and prepare project presentations;
- draft the narrative progress and final reports, support the collection, monitoring and checks of project partners and implementers’ activities;
- support the External Funds Administration office in all financial reporting tasks, including collection and preparation of narrative and financial data;
- assist the Scientific Coordinator and the External Funds Administration office in the preparation of necessary documents for possible requests of budget variation and/or extensions 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.

QUALIFICATIONS:

Essential: Diploma. Experience in project development and project management, with international partners and in technical settings in the agricultural and/or food technologies.

Assets: University Degree in Agronomy, Agricultural Technologies, Biology/Microbiology, Life Sciences or Engineering, Sciences or related fields or other applicable. Previous experience in the project management area is required.

COMPETENCIES:

Technical background and or experience, preferably in the sector of agriculture and food (in research or industrial/farming settings) and/or microbial scale up via fermentations and formulations.

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).

LANGUAGES:

Fluency in English and Italian working knowledge are essential. French is an asset.

APPLICATION DEADLINE: 30 June 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 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.

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.