



VACANCY NOTICE ND/Admin/01-19

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 available at <http://www.icgeb.org/home.html>

- POST TITLE:** Research Assistant
- DUTY STATION:** New Delhi
- DATE REQUIRED:** As soon as possible
- DURATION:** Twelve-month Special Service Agreement (SSA); renewable based on requirements and satisfactory performance
- RENUMERATION:** Annual gross salary will be up to Rs. 480,000/- depending upon experience and competence
- DUTIES:** Under the overall supervision of the Director, the incumbent will assist in the following:
- assist in coordinating of inter-institutional programmes.
 - prepare progress/annual reports for funding agencies as required by funding agencies.
 - assist in drafting of institutional research proposals and overall activities.
 - work on other assigned tasks and maintenance of data/statistics/documentation.
- QUALIFICATIONS:** Master's degree in science/technology from an approved University/Institution with minimum of 4 years of experience of working in the biotechnology research environment

DESIRED SKILLS AND QUALIFICATIONS:

- Preparation of technical proposals and reports

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Trieste, ITALY - New Delhi, INDIA - Cape Town, SOUTH AFRICA

- Ability to record and present complex information effectively
- Familiarity and willingness to remain familiar with latest information with the subject matter
- Exposure to administrative/financial matters in an autonomous organization
- Excellent knowledge of contemporary research in modern biology and biotechnology
- Knowledge and experience of various research methodologies and relevant software.

LANGUAGES: English and Hindi essential

APPLICATION

DEADLINE: 28 January 2019

Candidates should submit their full CV by completing the ICGEB's Personal History Form available online at: <http://www.icgeb.org/vacancies.html>, together with a cover letter outlining motivation for application and full contact details of three referees.

Applications should be addressed to Personnel Unit, ICGEB, New Delhi, India
E-mail: icgeb.ndpersonnel@gmail.com, quoting reference **ND/Admin/01-19**
"Research Assistant" no later than **28th January 2019**