



**VACANCY NOTICE PU/TS/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>*

**The ICGEB invites internal and external applications for the post of  
Chief, Financial Services**

<b>POST TITLE:</b>	Chief, Financial Services
<b>DUTY STATION:</b>	Trieste, Italy
<b>DATE REQUIRED:</b>	1 <sup>st</sup> April 2019
<b>TYPE OF CONTRACT:</b>	Fixed term appointment
<b>DURATION:</b>	One year with further extensions subject to performance
<b>LEVEL:</b>	P2/P3 (UN Salary Scale) depending on experience and qualifications
<b>DUTIES:</b>	<p>Under the direct supervision of the Chief, Legal &amp; Administration, the incumbent, within delegated authority, is responsible for the preparation and the control of budget expenditures and the financial administration of ICGEB. The overall responsibilities of the incumbent include but are not limited to the following:</p> <ul style="list-style-type: none"><li>- Propose, analyse, verify and consolidate the budget of the organisation, conduct financial analysis and provide proposals to improve efficiency and reduce costs across the organisation;</li><li>- Apply the ICGEB financial policy and ensure that an adequate financial control environment is in place to protect the ICGEB's resources and guarantee the quality and reliability of financial reporting, by performing budgetary operations, reviewing financial and accounting operations, providing timely feedback on the achievement of operational and strategic goals and ensuring the compliance with the ICGEB's Rules and Regulations;</li><li>- Set the rules for the collection of the necessary financial and accounting data for the preparation of the ICGEB financial statements from the different information systems and areas of the ICGEB;</li><li>- Prepare budget forecast ensuring its consistency with planned recruitment, procurement and operational decisions.</li></ul>

The specific responsibilities of the Chief, Financial Services include but are not limited to:

- Provide authoritative advice to the ICGEB Management and to the Centre's governing bodies on the preparation of budget proposals and financial statements, as well as on policies concerning accounting, financial controls and risk management;
- Monitor funds availability under the general budget and prepare periodic expenditure and budget presentation with an appropriate financial analysis for Management to ensure approved budget structure is applied in a correct and consistent manner;
- Respond to observations and queries of the ICGEB's internal and external auditors, relating both to the budget and to the preparation of the financial statements, as well as other accounting and financial matters and areas of responsibility;
- Coordinate the Accounts Unit and provide guidance on IPSAS accounting best practices in the three Components;
- Other assignments and special projects as may be assigned.

**QUALIFICATIONS:** Advanced university degree in finance, accounting, management, public or business administration, economics or other related fields. A minimum of 7 years experience in a similar position is required. Knowledge of the United Nations system would be an asset.

**COMPETENCIES:** Excellent knowledge of the different areas of the administration; ability to lead and supervise staff and teams in a multicultural environment; demonstrated analytical and problem-solving skills; ability to interpret rules and administrative guidelines and to solve routine and non-routine issues in the field of financial services; excellent communication skills with ability to draft clearly and concisely; strong results-orientated approach; strong IT skills; excellent knowledge of IPSAS and SAP are essential.

**LANGUAGES:** Excellent knowledge of English (written and spoken). Knowledge of Italian is an asset.

**APPLICATION DEADLINE:** 28 February 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.

*ICGEB is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*

Applications should be addressed via email to HR & Personnel Unit, [personnel@icgeb.org](mailto:personnel@icgeb.org), quoting reference **PU/TS/01-19**.