



# ICGEB

International Centre for Genetic  
Engineering and Biotechnology

## VACANCY NOTICE PU/TS/02-26

*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 Accounts Support on Special Service Agreement (SSA)**

<b>POST TITLE:</b>	Accounts Support
<b>DUTY STATION:</b>	Trieste, Italy
<b>DATE REQUIRED:</b>	1 April 2026
<b>TYPE OF CONTRACT:</b>	Special Service Agreement (SSA)
<b>DURATION:</b>	Six months
<b>DUTIES:</b>	Under the direct supervision of the Chief, Financial Services, the incumbent will be required to support the Account Unit in the following tasks:
<b>Accounts Payable:</b>	<ul style="list-style-type: none"><li>Verify invoices against commitment and delivery notes.</li><li>Register all invoices in the accounting software.</li><li>Prepare invoice for payment.</li><li>Keep contacts and correspondence with suppliers related to invoices.</li></ul>
<b>Travel-related process:</b>	<ul style="list-style-type: none"><li>Provide information to ICGEB personnel regarding travel entitlements and completion of travel requests.</li><li>Based on travel requests preparation of the travel commitments.</li><li>Calculation of travel settlements.</li><li>Prepare and update a list of all personnel on official mission.</li></ul>

**Insurance processing:**

- Verify insurance policies in order to prepare the payments of premium and maintain the relevant records up to date.
- Perform other work-related duties as may be required.

**QUALIFICATIONS:** High school diploma in accounting or equivalent. University degree is an asset. At least two years of experience in administration/finance in areas such as invoicing, accounting, procurement or similar role.

**LANGUAGES:** Fluency in English and working knowledge of Italian.

**APPLICATION DEADLINE:** 16 February 2026

**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](mailto: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.*