



VACANCY NOTICE PUTS/01-26

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 HR & Personnel Assistant

POST TITLE:	HR and Personnel Assistant
DUTY STATION:	Trieste, Italy
DATE REQUIRED:	As soon as possible
TYPE OF CONTRACT:	Fixed term appointment
DURATION:	Initial probation period of three months, with possibility of one-year further extensions subject to satisfactory performance.
LEVEL:	GS-2/GS-3 (UN Salary Scales) depending upon experience and seniority
DUTIES:	<p>Under the overall supervision of the Human Resources Officer, HR & Personnel Office, the incumbent will be required to perform the following duties:</p> <ul style="list-style-type: none">• Maintain and update confidential personnel information, records to ensure completeness and accuracy in the database, ensuring accuracy for statistics and reporting.• Administer personnel access procedures, including the processing, authorization, and documentation of access request forms in accordance with the policy.• Manage the automated distribution of the monthly personnel list for the Trieste Component.• Prepare declarations for all personnel in Trieste.• Process and record monthly staff absences in accordance with policy and reporting requirements.• Timely distribution of monthly payslips.• Process new requests and renewals of Ministry of Foreign Affairs and International Cooperation (MAECI) cards for

Trieste-based staff.

- Provide administrative support to guests, including assistance with residence permit applications, bank account set up, fiscal code acquisition, and coordination of all required pre-arrival information.
- Organize recruitment processes including vacancy notice, screening of candidates, communicate with candidates, arrange interviews, reference checks, and draft interview selection reports.
- Perform other related duties as assigned.

QUALIFICATIONS:

High school diploma or equivalent. A minimum of three (3) years' experience in Human Resources Management or administrative services is required. Proven ability to support separation processes, job classification and other standard Human Resources tasks is an asset. Ability to respond to queries on Human Resources procedures and policies is considered an asset. Experience in working in an International Organization or a multinational Non-Governmental Organization (NGO)/Companies is required.

COMPETENCIES:

Proactive and motivated team player with experience in multicultural environments. Strong ability to manage multiple tasks simultaneously and meet tight deadlines, while maintaining accuracy and professionalism. Demonstrates a courteous, tactful, and diplomatic approach, excellent interpersonal and communication skills, a high level of discretion in handling confidential information, and strong digital skills, including Microsoft Office, database management, and video-conferencing tools (Zoom, Teams, etc.)

LANGUAGES:

Fluency in English. Working knowledge of Italian (spoken and written).

APPLICATION DEADLINE: 17 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 possession 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.