



## VACANCY NOTICE PUI/TS/03-26

*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 Junior Programme Assistant

<b>POST TITLE:</b>	Junior Programme Assistant
<b>DUTY STATION:</b>	Trieste, Italy
<b>DATE REQUIRED:</b>	As soon as possible
<b>TYPE OF CONTRACT:</b>	Project appointment entirely funded by External Funds MAE/26/003 – Biotechnet II Project
<b>DURATION:</b>	An initial probation period of three months, with the possibility of one-year extensions subject to satisfactory performance and funds availability.
<b>LEVEL:</b>	<b>GS-1 (UN Salary Scales)</b>
<b>DUTIES:</b>	<p>Under the direct supervision of the Head, CRP and Fellowship Programmes, the incumbent will be required to perform the following duties within the framework of the BiotechNet II project:</p> <ul style="list-style-type: none"><li>• Assist in the preparation and launch of Fellowship and CRP calls, including updating related webpages, posters and relevant online platforms.</li><li>• Support the review of applications (e.g., checking eligibility, required documents, etc.) and update the ID&amp;A database accordingly.</li><li>• Provide support to the team in assisting fellows prior to their arrival and throughout their fellowship, by coordinating with other team members as needed.</li><li>• Assist with CRP-related activities when requested, in coordination with other team members.</li><li>• Support administrative procedures for PhD long-term</li></ul>

- fellows, including collecting required documents for university enrolment and monitoring attendance.
- Contribute to the organisation of PhD activities, liaising with PhD long-term fellows, Group Leaders, external examiners and colleagues as needed.
  - Handle incoming correspondence in the dedicated mailboxes, provide basic replies to general enquiries, and refer any specific or complex issues to the Supervisor.
  - Assist in the definition and development of new sections on the ICGEB's online platforms to collect data relevant to Donor's KPIs. Keep records in the ID&A database up to date.
  - Assist in record keeping related to soft skills and complementary skills programme participation and mentoring schemes associated with fellowships and CRPs.
  - Assist in preparing and gathering documents and presentations including for audits and statistics when required.
  - Perform other work-related duties as may be required.

**QUALIFICATIONS:**

High School Diploma or equivalent. A university degree is an asset. A minimum of one year of relevant experience in a similar position in an international organization is desirable. Strong team working attitude, ability to handle pressure, flexibility, attention to detail and accuracy.

**COMPETENCIES:**

Excellent written and verbal communication skills, strong organizational and multitasking abilities, and a high level of commitment to teamwork. Capacity to work effectively in a multicultural environment, with meticulous attention to detail, accuracy, and strict respect for deadlines. Strong digital skills, including proficient use of Microsoft Office tools, database management, and familiarity with video-conferencing platforms.

**LANGUAGES:**

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

**APPLICATION DEADLINE:** 17 March 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.*