



VACANCY NOTICE ZAF/01/10-21

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 Administrative Officer Cape Town Component

POST TITLE:	Administrative Officer
DUTY STATION:	Cape Town, South Africa
DATE REQUIRED:	As soon as possible
TYPE OF CONTRACT:	Fixed Term Appointment
DURATION:	Four Year Appointment with the possibility of further extensions subject to performance and availability of funds, with the first year as a probationary period.
LEVEL:	P2 or P3 (UN salary scale) depending on experience and qualifications

DUTIES:

Under the direct supervision of the Director of the Cape Town Component, and the overall guidance of the Chief Legal and Administration, the incumbent shall be responsible for all administrative and general service functions related to the operations of the Cape Town Component. In particular:

- Assume the responsibility for the preparation of organizational procedures at the Component; assist the Director of the Cape Town Component on administrative matters, and liaise with the Chief, Legal and Administration;
- Assume the overall responsibility for the Procurement, Human Resources and Accounts function in line with established procedural guidelines, providing leadership and guidance to the team of the administrative staff of the Component;
- Assume the responsibility for all substantive financial reporting for the Component in accordance with the Host Government and Donor requirements as well as annual reporting for incorporation into ICGEB's consolidated financial statements generated

following International Public Sector Accounting Standards (IPSAS) and ICGEB Financial Rules and Regulations;

- On behalf of the Director prepare detailed budgetary requirements for the Cape Town Component providing adequate explanation and justification as the need arises; Process relevant budget postings within the ERP system (SAP);
- Within the limits delegated by the Director-General, exercise management and control over activities concerning claims and insurance, building management and maintenance, registry, mail, reproduction and archives, property control, inventory, visas and travel;
- Liaise with the Host Country's Department of International Relations and Cooperation on diplomatic accreditation of ICGEB Internationally recruited Staff including their dependants and with the local and national authorities on administrative and financial matters related to the Component;
- Assume responsibility on other matters as delegated by the Director-General, the Director of the Cape Town Component and the Chief Legal and Administration;

EDUCATION: Masters Degree in a related field such as Public Administration, Finance, Accounting, Human Resources or Business Administration; Internationally recognized accounting designation (CMA, CPA, ACCA, CA, or equivalent) is an asset.

WORK EXPERIENCE: A minimum of 5 years of progressive experience in finance, human resources, administration, budget and procurement functions. Minimum of 3 years proven experience, at supervisory level in personnel management (including recruitment, assessment and performance management) and in financial management (budget preparation, monitoring and evaluation, internal controls and appropriation) including IPSAS or IFRS accounting standards; Good knowledge of the UN Common System procedures, knowledge of the management of internationally-oriented institutions and experience interacting with Governmental Institutions in South Africa is desirable. Knowledge of financial, supply chain and grants modules of ERP (preferably SAP)"

COMPETENCIES: Knowledge of administrative budgetary, financial, and human resource policies; working collaboratively with others to achieve organizational goals, good organization skills with the ability to develop clear goals, strategies and to prioritize work. Conscientious and efficient in meeting commitments, observing deadlines, and achieving results.

LANGUAGES: Fluency in English is essential

APPLICATION DEADLINE: 19 November 2021

Candidates should submit their full CV by completing the ICGEB's Personal History Form available online at: <https://www.icgeb.org/about-us/work-with-us/> , 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, recruitment.ct@icgeb.org, quoting reference **ZAF 01/10/21**.