

VACANCY NOTICE PUI/TS/06-24

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 Procurement Assistant

POST TITLE:	Junior Procurement Assistant
DUTY STATION:	Trieste, Italy
DATE REQUIRED:	As soon as possible
TYPE OF CONTRACT:	Fixed-Term appointment
DURATION:	Initial period of three months, with the possibility of one-year further extensions subject to satisfactory performance.
LEVEL:	GS-1 50% Part-Time (UN Salary Scales)
DUTIES:	<p>Under the direct supervision of the Head, Procurement Unit, the incumbent will perform the following duties:</p> <ul style="list-style-type: none">• Act as procurement “Help-Desk” addressing a wide range of first level requests ranging from SAP access and purchase requests creation, to items to be ordered, material mapping, wrong or delayed deliveries, goods to be returned, etc.• Assist the procurement team in the sourcing and acquisition of goods and services.• Prepare internal and online purchase orders.• Collaborate with the suppliers to track order status, delivery time, monitor orders confirmation, identify discrepancies for follow up actions.• Maintain procurement records and files.• Contribute to the setting up of the ICGEB suppliers’ database automation, for supplier performance evaluation and assessment.

- Maintain the suppliers' database up-to-date and collect supporting documents.
- Collaborate with other departments, as and when required.
- Support the procurement team in various administrative tasks and provide back-up support to the team as required.
- Perform any other task as required in the Unit.

QUALIFICATIONS: High school diploma or equivalent.

At least one year experience in procurement or purchasing.
Supply Chain Management qualification, desirable.

COMPETENCIES: Proactive attitude and motivation to work in a team. Ability to work under pressure and independently, good analytical and problem-solving skills, task switching, strong organizational and time management skills. Thorough attention to detail and precision. Good interpersonal and communication skills. Digital skills include Office 365 and SAP. Knowledge of laboratory consumables catalogue, distributors and dealers would be an advantage.

LANGUAGES: Fluency in English and Italian is essential.

APPLICATION DEADLINE: 22 February 2024

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.

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. Candidates are assessed against the criteria listed in the vacancy notice, and evaluation is competency-based interview and may include tests.