



VACANCY NOTICE PUI/TS/05-24

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 (Storekeeper)

POST TITLE:	Junior Procurement Assistant (Storekeeper)
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 (UN Salary Scales)
DUTIES:	<p>Under the direct supervision of the Head, Procurement Unit, the incumbent will be responsible for the management of the storeroom, third-party stock rooms and perform the following duties:</p> <ul style="list-style-type: none">• Receive and unpack goods, check packing slips against stock received and records incoming materials. Aid in the loading and unloading of materials by hand or by the use of a mechanical forklift. Drive a light forklift to unload heavy bulk consignment from trucks.• Store goods in the proper storage area. Track the movement of goods and is responsible for all paperwork relating to the receiving and dispatching of goods.• Ensure safekeeping of goods and file case reports, if necessary.• Perform yearend inventory and maintain the inventory database up to date.• Initiates requisitions to replenish basic laboratory consumables inventory using an ERP SAP based system.

- Monitors the delivery of orders and ensures that proper quantities and types of goods are being placed.
- Expedites the necessary documentation for returning.
- Liaison with vendors and sales representatives, transporter and couriers, as and when necessary.
- Perform any other task as required in the Unit.

QUALIFICATIONS: High school diploma or equivalent.
At least one year experience in stock-keeping practice. A forklift driving license is an asset.

QUALIFICATIONS: Proactive attitude and motivation to work in a team. Ability to maintain stock flow statements according to well established practices and procedures. Thorough attention to details 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: 28 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.