



Secretary of the Board

Trieste, 29 June 2018

Subject: Nominations for the position of ICGEB Director-General

Dear Dr. Ortiz García,

I refer to the decisions taken by the Board of Governors at its 24th Regular Session in May 10-11, 2018 regarding the Election of the Director-General of the ICGEB for the period 2019-2023.

Specifically the Board approved the following procedure, as recommended by the Council of Scientific Advisors:

- By 30 June 2018: the President of the Board and the Chairman of the Council prepare a Job Description for the Post. The President of the Board then communicates this Job Description to the Member States and invites them to submit nominations.
- By 31 October 2018: nominations of candidates from Member States (with relevant documents, curricula vitae and in line with the qualifications indicated) are to be received by the President of the Board, who will forward these to the Members of the Council for evaluation and all Members of the Board for information.
- By 31 December 2018: the Secretary of the Council coordinates with the Council members to examine the curricula of the candidates via teleconference. A short-list of up to five candidates is to be eventually agreed upon.
- On 19-21 March, 2019: the Secretary of the Council convenes the regular session of the Council in Trieste, where interviews of the selected candidates can be organised. The Council prepares a short-list of up to three candidates, in order of priority, and submits this list to the President of the Board, together with a justification for its choice. The President of the Board then forwards this communication to all the Member States.
- On 21-22 May, 2019: the Board of Governors deliberates at its Regular Session on the short-list and appoints the new Director-General, in accordance with Rule 43 of the Rules of Procedure of the Board.

You will find here attached the Job Description for the post for your perusal, as agreed by the President of the Board and the Chairman of the Council.

In this regard, I would like to also bring to your attention the relevant sections of Article 8(2) of the ICGEB Statutes indicating the qualifications that are necessary for the position: "The Director-General should be a person of the highest possible standing and respect in the scientific and technological field of the Centre. Due regard shall also be given to the experience of the candidate in the management of a scientific centre and a multidisciplinary team of scientists."

Marianna Maculan
Chief, External Relations

Tel: +39 040 3757 216
Fax: +39 040 3757 380
E-mail: maculan@icgeb.org

Trieste, ITALY - New Delhi, INDIA - Cape Town, SOUTH AFRICA

In light of the above and on behalf of the President of the Board, Mr Victor Smirnov, all Governors are invited to submit candidatures for the position of Director-General (maximum one candidature per Member State). Each nomination will be accompanied by full, adequate documentation for the candidate, to permit an evaluation of her/his qualifications. The nomination will also state the availability of the candidate and her/his willingness, if selected, to accept the appointment on a full-time basis, as well as the consent to move to Trieste, Italy from the day of appointment.

The nominations of candidates by Member States (with relevant documents, curricula vitae and qualifications) are to be addressed to Mr. Smirnov, President of the Board and are to be received at governance@icgeb.org by 31st October 2018.

Should you have any query, please don't hesitate to contact the Board Secretariat at any time (governance@icgeb.org).

Please accept, dear Dr. Ortiz García, the assurances of my highest consideration.

Yours sincerely,



Marianna Maculan
Secretary of the Board

cc. Mr. Victor Smirnov
President of the Board

Dr. Roger Beachy
Chairman of the Scientific Council

Prof. Mauro Giacca
Director-General

Dr. Sol Ortiz García
Executive Secretary
Inter-secretarial Commission of Biosafety and
Genetically Modified Organisms (CIBIOGEM)
San Borja #938
Col. Del Valle
Del. Benito Juárez C.P. 03100
MEXICO, D.F.

Annex I: Job Description, ICGEB Director-General



JOB DESCRIPTION

POST TITLE: Director-General of the International Centre for Genetic Engineering and Biotechnology (ICGEB)

LEVEL: ASG (United Nations Scale)

DATE REQUIRED: 1st July, 2019 (preferred)

DURATION: As per contract conditions

DUTY STATION: Trieste, Italy

DUTIES: In accordance with Article 8(4) of the Statutes of the International Centre for Genetic Engineering and Biotechnology (ICGEB), the Director-General is the chief scientific and administrative officer and the legal representative of the ICGEB, and shall act in that capacity at all meetings of the Board of Governors of the ICGEB and its subsidiary organs. Under the authority of and subject to the control of the Board or the Council of Scientific Advisers, the Director-General shall have the overall responsibility and authority to direct the work of the Centre and shall be responsible for the appointment, organization and functioning of the staff.

In the performance of his duties, the Director-General shall not seek or receive instructions from any government or from any authority external to the Centre. He shall refrain from any action that might reflect on his position as an international official responsible solely to the Centre, and Member States shall respect the exclusively international character of the responsibilities of the Director-General and not seek to influence him in the discharge of his responsibilities.

The duties and responsibilities of the Director-General include:

- 1) Fulfilling the ICGEB mandate, providing strategic leadership to the organization in pursuing its mission according to guidelines set by the Board of Governors.
- 2) Responsibility for the establishment and implementation of the ICGEB financial plan and representation of the Centre in law, for civil and administrative purposes, as its legal representative.
- 3) Consultations with the host governments of Italy, India and South Africa on the advancement of the activities implemented by the three Components of the Centre.
- 4) Preparation of detailed programmes for research and training, and other activities of the Centre on an annual basis, with budgetary implications in accordance with the Five Year Work Programme, as approved by the Board of Governors and taking into account the recommendations made by the Council of Scientific Advisers.

- 5) Direction and monitoring of the Centre's extra-mural activities, in particular the CRP-Grant Programme, the Fellowship Programme and the Meetings&Courses Programme.
- 6) Appointment of the Directors of Component (in coordination with the Host Governments), Senior Management and Principal Investigators, and of all the staff, experts and consultants who are necessary to assist in the implementation of the Work Programme of the Centre and on any other aspects related to the operation of the Components.
- 7) Coordination of the Centre's technology transfer activities to industries in the biotechnology and pharmaceutical industry globally.
- 8) Supervision and coordination of activities related to the establishment and functioning of the ICGEB Regional Research Centres (RRCs).
- 9) Establishment of a consultation mechanism with the Directors of the three Components and with the Centre's Senior Scientists concerning the evaluation of scientific results and current planning of scientific and institutional activity.
- 10) Management of all financial matters including those related to expenditures, receipt and disbursement of funds related to the operation of the Centre, in accordance with the ICGEB Financial Rules and Regulations; chairing the Centre's Investment Committee, which is responsible for the management and investment of the Reserve Funds established by the Board of Governors.
- 11) In close co-operation with the Directors of the three Components and the senior Management, planning and management of the Centre's outreach activities, in particular those aimed at increasing the visibility of and the membership in the ICGEB and at increasing the Centre's financial support.
- 12) Establishment and maintenance of formal contacts with governments of member and non-member States, establishment of appropriate co-operation mechanisms with the United Nations and with other international organizations, in order to identify areas of co-operation and to define the potential support of these organizations to the activities of the ICGEB.
- 13) Conducting active scientific research in the field of molecular genetics and biotechnology at a top international level in his/her own laboratory to be established at the ICGEB Component in Trieste, Italy.
- 14) Serving as the Secretary of the Council of Scientific Advisers.
- 15) Availability for extensive international travelling.
- 16) Ensuring that the Centre's operations meet the highest international standards of efficiency, competence and integrity.

- 17) Undertaking, on request of the Board of Governors, any other functions which are entrusted to him by that organ.

QUALIFICATIONS: An active scientist of the highest international standing, reputation and integrity, in the scientific and technological fields relevant to the Centre. Current top international leader in his/her own scientific field of research, as testified by standard bibliometric parameters and proof of international recognition by his/her peers. Experience in the management of an international team of scientists and scientific institutions of excellence. Demonstrated ability to manage large multicultural teams. Ability to conduct negotiations at the highest international level for effective interaction with member state governments, international organisations and the global scientific community. Commitment to the objectives of the Centre, and, in particular, to the strengthening of technological capabilities of developing countries and to the implementation of international co-operation programmes in the field of biotechnology. Experience in organizing and managing international scientific co-operation programmes. Experience in organising and supervising international Ph.D programmes. Past interaction with industry in the biotechnology sector at the international level. Excellent communication skills throughout the organisation and amongst different cultural settings. Proven ability to delegate and empower members of his/her team with evidence of creativity and innovation across both science and administration. Familiarity with the procedures and guidelines of International Organisations in the UN Common System would be an asset.

LANGUAGE: Fluency in communicating in written and spoken English, with excellent working knowledge of a second UN language. Knowledge of Italian would be an asset.