



The WorldFish Center, located on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in 10 countries and engage in collaborative research with our partners in more than 50 countries. The Center is a non-profit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

A unique opportunity has arisen for gifted individuals to contribute to the mission of the Center.

BUSINESS DEVELOPMENT ASSOCIATE

(Penang, Malaysia)

Working as part of the Business Development and Communication Division (BDCD) team, the incumbent will be expected to provide administrative support as well as a broad range of databases within the division.

Key responsibilities

- Backstopping BDCD's service bureau responding to clients and coordination of products and services;
- Assisting in the preparation of Medium Term Funding Outlook (MTFO) report for Pipeline review;
- Assisting in proposal support and preparation like researching information, formatting, copying, getting signatures, mailing etc.;
- Providing general administrative support in terms of document management, formatting support beyond proposal development activity;
- Reviewing expenditures and assist in the preparation and monitoring of the BDCD budget on a monthly basis, including raising all transactions in SAP;
- Updating and uploading the Center's proposal database based on information received from the Manager / Director / Regional / Discipline Directors and Finance department;
- Coordination and backstopping for Associates and Accountants and IT staff on use of database and updates needed in connection with the maintenance of the proposals and MTFO databases;
- Updating the Investor contact's database based on information received from Manager / Director, BDCD;
- Updating the key Partner's Contacts database based on information received from Manager / Director and other sources of information;
- Managing all preparation of travel itinerary, logistic arrangement and documentation pertaining to travel request and claims for BDCD Director;
- Updating the BDCD Consultant's Contacts database based on information received from Manager / Director and other sources of information;

- Managing the preparation of BDCD consultant contracts, clearance, approval and raise payments for BDCD consultants;
- Updating the BDCD Service Database based on information received from BDCD staff;
- Raising payments for invoices, follow up for approval, vendor, and HR Strategy and Services and Finance department;
- Managing quotations from vendors for printing of WorldFish publications;
- Arranging all internal and external meetings for BDCD and backstops the Centers visitors program;
- Managing 2 key general email boxes for the Center;
- Managing the broad scale communications and mail outs to key and prospective stakeholders; and
- Assisting in the preparation of the “Investing in WorldFish Newsletter”.

Skills and abilities

- IT literate and knowledge of word, excel, power point, access, and other Microsoft office programs;
- Strong initiative, detail-oriented and drive to complete tasks with high quality and accuracy;
- Communicate well in English - both written and spoken;
- Ability to provide backstopping and ‘step-into the shoes’ of the Office Manager or Coordinator, proposal development & investor relations support;
- Ability to work with minimum supervision and within tight deadlines;
- Ability to work well within a multi-cultural virtual team; and
- Strong service orientation, client focused.

Qualifications and experience

- Diploma in business, information and technology or related field;
- At least 2 years relevant working experience; and
- Experience in managing budgets and SAP.

The WorldFish Center offers a competitive remuneration package, a non-discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit a comprehensive curriculum vita that includes names and contacts (telephone, fax, and e-mail address) of three (3) professional referees who are familiar with the candidate's qualifications and work experience, via e-mail to worldfish-hr@cgiar.org, no later than **30 June 2009**. This position will be based at WorldFish headquarters in Penang, Malaysia. Only short-listed candidates will be notified.