



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 MANAGER - ASIA

(Duty Station: Los Baños, Philippines)

Working as part of the Asia team, the incumbent is expected to provide support in the areas of financial, human resources; project management and project development for Asia while at the same time providing assistance to the operation of the Philippine Country Office.

Key responsibilities

- Ensuring that financial management and administration of projects are performed in accordance with WorldFish and donor requirements and procedures;
- Following through and making budget adjustments (core and grant) throughout the fiscal year;
- Following up reports and budget situation and donor requirements for every Project Leader;
- Overseeing financial execution, and proposing corrective measures;
- Handling project accounting and budget accounting;
- Coordinating with Program Leaders, Resource Mobilization Office, Human Resources Strategy and Services unit (HRSS) and Financial Management Unit on budget preparation, grant revenue projections, staffs costs, comparative data and other accounting information;

Financial Review

The scope of the audit includes review of the following aspects of the control framework:

a) Control environment

- Clarity of business objectives of the office and the relationship to resources;
- Organizational structure of the office;
- Clarity of staff roles and responsibilities; and
- Policies and procedure governing the management of operational, financial, and administrative activities of the office.

b) Control activities

- Management of host country agreements, in particular compliance with any applicable taxation or employment laws; and
- Financial management;
 - a) Management of imprest account;
 - b) Bank account management and reconciliation;
 - c) Flow, receipts and disbursements of funds;
 - d) Control over petty cash floats; and
 - e) Control over physical assets, including consumables.
- Procurement management;
 - a) Selection and use of services; and
 - b) Procurement of goods and works.
- Research project management and analysis reporting;
- Management of partnership contracts;
- Human resources management to include payroll preparation and payment;
- Travel information, communications and technology management, with focus on the SAP system; and
- Contingency plans and procedures in case of political/civil disruptions and natural disaster.

Human Resource – Coordinates with HRSS at Headquarters to ensure that staff members at the region are kept informed of changing organizational plans, policies and procedures.

- Contributes as necessary to new policy formulation or review;
- Managing the region's operating standards based on HQ's standards and internal controls; and
- Supporting HRSS in recruitment, training in project management or coordination.

Project Management – Ensure that pipeline figures and projections are reliable.

- Preparing proposal writing;
- Maintaining close relations with donors, fund raising research, elaborating reports about the social and politic situation in Asia;
- Assisting in the opening of new offices (processes, recruitment, and liaison);
- Ensuring that the new offices comply with legal obligations in the country, as well as with the WorldFish policies in general; and

- Assisting the country office strategic planning process.

Skills and abilities

- Possess strong knowledge in operations management;
- Possess good negotiation skills;
- Proficient in English language in written and oral;
- Ability to provide technical guidance and leadership to staff in administration/operations matters;
- Team player; and
- Excellent interpersonal skills.

Qualifications and experience

- Bachelors Degree in Business Administration or any related discipline;
- 5 years managerial experience in Administration;
- Masters in Business Administration and experience in office setup and facilities management would be an added advantage; and
- Worked in a multicultural/international environment.

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 **17 July 2009**. This position will be based at WorldFish regional office in Los Baños, Philippines. Only short-listed candidates will be notified.