



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 - PHILIPPINES**

Working as part of the Asia team, the incumbent is expected to provide support in the areas of proposal coordination, investor relations and financial/management support for Asia while at the same time providing assistance to the operation of the Philippines Country Office.

### **Key Responsibilities**

#### Proposal Coordination

- Coordinating proposal development flow and processes, review and submission;
- Providing timely updates on proposal guidelines and templates required by local and international donors;
- Providing oversight to the maintenance of the proposal database;

#### Investor Relations

- Gathering intelligence on the priorities and requirements of investors and preparing investor briefs;
- Coordinating responses to investors regarding reports to ensure investor satisfaction with timeliness and responsiveness;
- Providing information highlighting the Center's and Philippine office thrusts and priorities that may interest donors and potential investors;
- Maintaining contacts database for all investors and partners for Philippine and Asia Region projects;

#### Financial/Management Support

- Ensuring that financial management and administration of projects, are performed in accordance with WorldFish and donor requirements and procedures;
- Following through and making adjustments on budgets (core and grant) throughout the fiscal year particularly in overseeing financial execution, and proposing corrective measures if needed;
- Coordinating with Country Manager and Finance Team on budget preparation, grant revenue projections, staff costs, comparative data and other accounting information; and
- Coordinating with Human Resources Strategy and Services Unit at Headquarters to ensure that staff members at the region/country office are kept informed of changing organizational plans, policies and procedures.

## **Skills and Abilities**

- Experience in dealing with bilateral, multilateral and national funding sources;
- Proficient in English language both written and verbal;
- Excellent coordination and organizational skills;
- Service-oriented and innovative; could take initiative in looking for funding opportunities
- Excellent proposal development and packaging skills;
- Possess knowledge in Microsoft Office applications such as excel, word, access, power point, project manager;

## **Qualifications and Experience**

- Master's degree in Economics or Fisheries or equivalent years of management work experience;
- Experience in grant management, investor reporting, developing proposals, coordinating investor/partner relations;
- Working knowledge of how CGIAR Centers and other non profit organizations operate with regard to funding is an added advantage;
- Vast network of funders and peers with similar skills; and
- Knowledge of corporate sector.

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-philippines@cgiar.org](mailto:worldfish-philippines@cgiar.org), no later than **24 June 2010**. This position will be based at WorldFish Philippines Country Office in Los Baños, Philippines. Only short-listed candidates will be notified.

*WorldFish is committed to an Equal Employment Opportunity employer and strives for staff diversity in gender and nationality.*