



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 8 countries and engage in collaborative research with more than 200 partners in more than 25 countries. The Center is a nonprofit 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.

PORTFOLIO COORDINATOR

Key Responsibilities:

- Managing the administration of project office and facilitating the implementation and follow up of the project work;
- Maintaining budgetary control of expenditure, effectively manage funds and prepare basic financial reports;
- Liaising and networking with partner NGOs, and NARS partners; and
- Liaising with corporate service team in headquarters and updating project management database – clearances, project database, and project manager.

Skills and Abilities:

- Ability to think clearly and analytically, setting priority, meeting deadlines, solving problems and making timely decision;
- Knowledge in Microsoft Office applications such as Word, Excel, PowerPoint etc.;
- Ability to write emails and knowledge in internet browsing;
- Ability to prepare project budget, monitor costs, financial control and basic reporting;
- Ability to manage complexities, provide professional guidance and develop staffs under direct supervision would be an added advantage;
- Strong interpersonal skills; and
- Proficient in English language both verbal and written.

Qualifications and Experience

- Degree in Business Administration or equivalent;
- Minimum 2 years working experience in projects and in a coordination position;
- Experience in managing project and office management; and

- Experience in supervising, managing, mentoring and developing staff and conducting staff performance evaluation would be an advantage.

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 vitae that includes names and contacts (telephone, fax, and e-mail addresses) of three (3) professional referees who are familiar with the candidate's qualifications and work experience. You are required to submit your application (with indication on the subject header "**Application for the position of Portfolio Coordinator – Zomba**") to WorldFish-Malawi-Rec@cgiar.org. Screening of applications will begin immediately and continue until **17 June 2010** or until filled. This is a national position that will be based at the WorldFish office in Zomba, Malawi. Only short-listed candidates will be notified.

WorldFish is committed to a policy of Equal Employment Opportunity. Applications from qualified female candidates are particularly encouraged.