



The WorldFish Center, headquartered 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 nine countries and engage in collaborative research with our partners in more than 50 countries spanning the globe. The Center is a nonprofit international organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

You could be one of the highly competent and motivated individuals to fill the following positions in our Greater Mekong Regional Office:

**Administrative Assistant cum Receptionist
(Duty Station: Phnom Penh, Cambodia)**

Responsibilities:

- Welcome visitors, informing staff of their arrival and directing visitors to their destination
- Operate a switchboard, process incoming calls and place calls as required; maintain records of phone calls and charges for billing
- Maintain a resource library and a collection of publications available to visitors and process requests for distribution of publications
- Manage scheduling of meeting rooms, vehicles and other office facilities
- Act as a focal person for courier services, receiving and outgoing administration, including billing, process postage, track postal expenses and record all outgoing and incoming mail
- Assist with procurement activities, travel and other logistical arrangements for research staff
- Maintain the reception area

Requirements:

- Bachelor of Arts in Business Administration or Management or Secretarial Certificate with minimum 2 years of working experience in a similar capacity with an international non-governmental organization or international organization
- Excellent written and verbal English and Khmer skills
- Good working knowledge of Microsoft Office applications (Word, Excel, Powerpoint, Outlook) with good typing speed in Khmer and English
- Capable of working under minimum supervision

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 cover letter outlining their qualifications and a comprehensive curriculum vitae that includes names and contacts (telephone, fax, and e-mail address) of three (3) professional referees who are knowledgeable about the candidate's qualifications and work experience. Applications should reach us no later than **18 May 2007**.

Interested applicants are to submit their applications online to:

cambodia-worldfish@cgiar.org

or hand deliver to: #35, Street 71 (Corner Mao Tse Tong Blvd.), Phnom Penh, Cambodia

For more information about our organization please visit our website at:

<http://www.worldfishcenter.org>

*Receipt of applications will **NOT** be acknowledged and only short-listed candidates will be notified.*