



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

A unique opportunity for a gifted individual to contribute to the mission of the Center and make a personal impact on the lives of millions of less fortunate people in developing countries around the world, you could be the highly competent and motivated individual to fill the following position:

Regional Portfolio Associate – Greater Mekong

(Duty Station: Phnom Penh, Cambodia)

Responsibilities:

- Assist in the planning, coordination, and communication of research projects;
- Serve as the focal point for research support activities, liaising with WorldFish headquarters, partners, government agencies and other institutions on all matters pertaining to the management of research projects;
- Assist in the preparation of documents (annual reports, operational plans etc.) and presentation material of the regional portfolio for internal and external meetings;
- Process documents with very high accuracy, including entering edits and formatting as directed on presentations, reports, proposals, manuscripts and other documents;
- Assist in the organization of workshops, consultations and meetings with national & regional partners, and investors;
- Assist in planning the annual budget and staff time allocation in consultation with the Regional Portfolio Director;
- Maintain and update files and records, and database of institutional contacts accessible to all staff;
- Maintain regular contact with key partners to keep them informed of portfolio activities where necessary on a regular basis;
- Carry out language translation of routine correspondence between his / her national language and English; and provide informal interpretation as needed; and
- Provide other senior administrative support and general office management duties to specific projects as required by the Portfolio Director, Portfolio Coordinator and project leaders.

Requirements:

- A Bachelor's degree in Business, Finance, or Accounting, or in a research field relevant to fisheries, natural resources management, or rural development, with advanced administrative training;
 - 5 year's senior administrative and project support experience at an international research or development organization;
 - Excellent English skills for verbal communication and correspondence and basic report writing;
 - Ability to interact professionally with a range of internal and external partners at various levels in a cross-cultural setting;
 - Proven ability to organize workshops, meetings, and conferences;
 - Advanced skills in Word, Powerpoint, Excel, MS Project; and
 - Ability to translate documents and conduct informal interpretation from Vietnamese, Lao, or Khmer into English and vice-versa.
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The WorldFish Center offers competitive remuneration packages, a non discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit their application with detailed cover letter explaining their qualifications in relation to the requirements of the position and a comprehensive curriculum vitae that includes the names and contacts (telephone, fax, and e-mail address) of three (3) professional referees knowledgeable about the candidate's qualifications and research experience. This position will be open until it is filled. However, applications should reach us by 8 September 2006 to receive full consideration.

Interested applicants are to submit their applications online to:
worldfish-hr@cgiar.org or worldfish-cambodia@cgiar.org

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