



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 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.

DRIVER/ ADMINISTRATIVE ASSISTANT

(ZAMBIA OFFICE)

The WorldFish Center office in Lusaka, Zambia, requires the services of a driver / administrative assistant. Working as part of the Corporate Services Division, the incumbent is expected to provide fleet management and administrative support for programmes managed in Zambia. Applicants should be effective team players with good interpersonal qualities. They should be dependable, reliable, conscientious and safe drivers. Applicants should be multi-tasking and possess demonstrable knowledge of road signs, basic motor vehicle maintenance skills, and experience in providing assistance to office administration.

Key responsibilities

- Providing driving service to WorldFish projects and general office operations according to official assignments;
- Collecting and delivering mail and other official documents, and carrying out other errands as assigned;
- Keeping WorldFish vehicles clean, well maintained, timely serviced and repaired, in ready condition for official use;
- Accurately maintaining logbooks and generating fuel analysis reports;
- Driving members of staff to and from meetings and visiting members of staff to and from airport and hotel as requested;
- Compiling vehicle cost analysis reports on a quarterly basis;
- General office support as assigned by supervisor and other senior staff.;

Skills and abilities

- Experience of extensive up-country travel and interaction with local authorities and communities;
- Computer literate in Microsoft Excel and Word;
- Excellent spoken and written English;
- Motivation to work in resource-poor settings and for long hours as part of a project team;
- Working knowledge of at least two of Zambia's local languages;

Qualifications and experience

- Minimum of grade twelve school certificate;
- Valid Driver's Licence (SADC) since at least 10 years;
- Valid passport;
- Clean driving record without accident;
- At least 5 years experience as driver with an international organisation;
- Very good knowledge of driving rules and regulations, and good knowledge of roadways;

- At least 5 year experience of fleet management; Experience in vehicle maintenance and repair would be an added advantage;
- Track record of experience in office / administrative support;
- Effective time management and organisational skills;
- Pro-active and solution-oriented attitude 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 Driver/Administrative Assistant – Zambia**") to the Human Resources Strategy and Services Unit at worldfish-zambia@cgiar.org. Screening of applications will begin immediately and continue until **21 April 2010** or until filled. This is a national position that will be based at the WorldFish country office in Lusaka Office, Zambia. 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.