



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

Unique opportunities have arisen for gifted individuals 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 one of the highly competent and motivated individual to fill the following position:

HUMAN RESOURCES EXECUTIVE

Responsibilities:

- Provide administrative support in the implementation of established Human Resources policies, procedures and guidelines;
- Assist in the recruitment and selection process, compensation and benefits administration, employee relations and general operational support;
- Administer monthly payroll and other statutory requirements.

Requirements:

- Degree in Human Resources Management, Mass Communication or Social Science with at least 3 years related working experience;
- Fluent in both written and spoken English;
- Meticulous and able to work independently with minimum supervision;
- Team player and a keen learner with excellent interpersonal skills;
- Ability to work effectively in a multicultural environment; and
- Excellent computer skills with a good working knowledge in Microsoft Office Suite and HR/Payroll software packages.

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 detailed resume that includes a cover letter, 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 email to worldfish-hr@cgiar.org, no later than **21 March 2007**. This position will be based at the WorldFish's headquarters in Penang. Only short-listed candidates will be notified.