



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.

HEAD – PROJECT MANAGEMENT OFFICE

Key Responsibilities

- Contributing to the efficiency of Center's grant funding through coordinating pipeline tracking and management including maintaining the required knowledge base;
- Supporting the Center's performance planning through coordination of the medium term funding outlook;
- Coordination of project monitoring and reporting using the Center's Project Management system including the evaluation and signing of contracts;
- Coordination of the Center's Medium Term Plan (MTP) output from the respective MTP Project Leaders and the linkage between the MTP and the Center's annual budget;
- Coordination of the integration of new program initiatives with the Center's MTP and developing systems for reporting in program implementation;
- Monitoring, managing and reporting on unrestricted funding; and
- Overseeing and supervising the operations and management of the Central Filing System, Agreement Tracking System and Consultancy Database systems and database to ensure it is up-to-date.

Skills and Abilities

- Experience of bilateral, multilateral and foundation granting sources;
- High level of managerial, organizational and planning skills;
- High level of analytical skills related to financial management and control;
- Possess high level interpersonal and communication skills;
- Possess a high degree of flexibility and adaptability to various situations;
- Proficient in English language both in writing and orally; and
- Ability to work with all levels of staff across a multi-cultural, multi-layer, multi-discipline organization.

Qualifications and Experiences

- Master's degree, or equivalent years of management work experience;
- Minimum 8 years relevant experience with at least 3 years demonstrated management experience in project/grant management functions.

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 line "**Application for the position of Head – Project Management Office**") to the Human Resources Strategy and Services Unit at worldfish-hr@cgiar.org. Initial screening of applications will begin on **31 August 2010** but position will remain open until filled. This is a national position based at WorldFish Headquarters in Penang, Malaysia. Only short-listed candidates will be notified.

WorldFish is committed to an Equal Employment Opportunity employer and strives for staff diversity in gender and nationality.