



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 twelve 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:

PROGRAM ASSISTANT

(Duty station: Penang, Malaysia)

Responsibilities:

- Providing comprehensive, effective and efficient administrative and office support services, including database maintenance and logistical coordination for meetings;
- Support activities related to review by experts and governments, including distribution of chapter drafts for review and collation of review comments;
- Managing the day-to-day office communication that includes drafting of correspondence, mail distribution, incoming and outgoing communications; and
- Maintaining and updating author databases, including up-keep of the documentation management systems and project filing systems.

Requirements:

- Diploma in Business Administration / Social Science / Humanities, Executive Secretary-ship or equivalent;
- Good knowledge of MS Office: Outlook, Word, Excel;
- Able to work independently and creatively with minimal supervision;
- Discipline and teamwork; and
- Good written and verbal English proficiency.

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 **19 October 2007**. This position will be based at the WorldFish's headquarters in Penang. Only short-listed candidates will be notified.