



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 15 offices in 12 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.

We are recruiting two secretaries for the following departments within The WorldFish Center:

1. **Science Coordination (SC)**
2. **Corporate Services Division (CSD) (which comprises of Finance & Accounts, Human Resources, Management Information System and Administration)**

SECRETARY

Key Responsibilities:

Providing secretarial and administrative support to both departments by:

- Organizing, coordinating and scheduling appointments, meetings and travel schedule including the necessary documentation;
- Preparing travel request, itinerary, logistic arrangement and documentation pertaining to travel request and claims on SAP;
- Coordinating the day to day office communication including filing, drafting of correspondence, mail distribution, incoming and outgoing communications, routing it to the appropriate staff for action / follow up, updating the mail tracking system and contract / proposal tracking system for references;

Secretary - SC

- Responsible for maintaining the project management database, tracking of project milestones and deliverables, and follow-up on overdue items with project leaders;
- Responsible for maintaining the consultancy database for scientific research consultants and input data in the consultancy database;
- Assisting in coordination and liaison with respective staff to input data in the project management database;
- Assisting the Office Manager in the preparation of Board documentation and provide secretarial support during Board Meetings; and
- Assisting the Office Manager with other general administration tasks as assigned.

Secretary – CSD

- Coordination of visitors and guest, i.e. prepare visitor itinerary, refreshments/gifts, logistic and facilities management – keeping track of gifts inventory and allocation;
- Efficient file management system with timely updates for easy retrieval.
- Responsible for maintaining database of contacts and references.
- Responsible for stationary and inventory maintenance.
- Responsible for monitoring the utilization of budget and collating information for budget preparation; and
- Coordination of trainings, workshops, seminars and conferences related to all units in CSD.

Requirements:

- Degree / Diploma in Executive Secretarialship, Business Administration or equivalent;
- Minimum 3 - 4 years of office management and administrative work experience with experience in dealing with senior and middle management.
- Proficiency in use of computers and facility with software packages including word processing, spreadsheets, presentation software and databases;
- Have initiative, strong customer orientation and with a team spirit;
- Able to work with people in a multi-cultural environment with minimum supervision;
- Good planning, organizational, attentive to details, multitasking and time management skills are pre-requisites;
- Possess comprehensive, advanced knowledge and understanding of standard office procedures; and
- Excellent written and communication skills.

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 JobStreet no later than **29 November 2007**. This position will be based at the WorldFish's headquarters in Penang. Only short-listed candidates will be notified.