



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.

OFFICE ASSISTANT

Working as part of the Corporate Services Division, the incumbent is expected to provide comprehensive, effective and efficient administrative and secretarial support to the Officer-in-Charge, Finance Officer and Aquatic Biodiversity Informatics Office (ABIO) staffs.

Key responsibilities

- Develop and up-keep the documentation management systems;
- Performs administrative functions including but not limited to: assisting and delivering of staff related benefits; assisting of travel requirements of staff / visiting scientists / partners; coordinating of all purchasing requirements of the project and oversee housekeeping of ABIO premises;
- Compiling materials and assisting in the preparation of documents of ABIO projects;
- Managing day-to-day office communication that includes drafting of correspondence, mail distribution, incoming and outgoing communications, and routing it to the appropriate personnel for action / follow-up;
- Identifying and prioritizing other matters pertaining to the projects (e.g. respond effectively to information requests from clients / partners, organize database - receive orders, data entry of users, receive payments, check guestbook);
- Organizing, coordinating and scheduling appointments, meetings and travels of Officer-In-Charge; and
- Assisting in the planning of administration and logistics of Center sponsored conferences, workshops, and trainings.

Skills and abilities

- Good working knowledge of Microsoft Office applications; and
- Proficient in English language both in written and verbal.

Qualifications and experience

- Degree in Business Administration, Communication or Social Sciences;
- 2-3 years working experience; and
- Working experience in non government organization would be an added 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 Office Assistant – ABIO**") to worldfish-abio-philippines@cgiar.org. Screening of applications will begin immediately and continue until **4 June 2010** or until filled. This is a national position that will be based at the WorldFish country office in Aquatic Biodiversity Informatics Office c/o IRRI, Los Baños, Philippines. 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.