



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. You could be one of the highly competent and motivated individual to fill the following position:

### **ADMINISTRATIVE ASSISTANT**

#### **Responsibilities:**

- Drafting correspondences, distribution of incoming and outgoing mails;
- Routing communications to appropriate personnel for action / follow-up, updating mail tracking system and contract / proposal tracking system;
- Assist in receiving visitors / guest relations activities (i.e. arranging itinerary, refreshments / gifts, logistic and facilities arrangement);
- Assist in the preparation of presentation materials and documents for meeting, information gathering;
- Maintaining contacts and references database (i.e. Director General's contact, interns, visitor calendar, outgoing communication database, reference number for senior management offices etc.);
- Assist to facilitate stationery request / inventory maintenance and other purchase request needs;
- Assist to facilitate travel request / arrangement and assist with claims process;
- Assist in coordination of trainings, workshops, seminars and conference;
- Assist with office housekeeping and oversee the usage and maintenance of general office equipments in the senior management offices i.e. common computer, scanner, photocopier machine, fax machine etc.; and

- Responsible for the administration, update and maintenance of the management repository system namely Central Filing System and Agreement Tracking System.

**Requirements:**

- Diploma / Certificate holder in Business Administration / Communication / Secretarialship;
- Minimum of 2-3 years of working experience in relevant capacity, with experience in handling document control, storage and retrieval;
- Knowledge and understanding of standard office procedures;
- Demonstrated the ability to handle confidentiality matters;
- Proficiency in use of computers and facility with software packages including word processing, spreadsheets, presentation software and databases;
- Good interpersonal skills;
- Strong customer and team work orientation;
- Ability to take minutes; 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](mailto:worldfish-hr@cgiar.org), no later than **16 November 2007**. This position will be based at the WorldFish's headquarters in Penang. Only short-listed candidates will be notified.