



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 eleven 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:

ESEA PORTFOLIO ASSISTANT

(Duty Station: Penang, Malaysia)

Responsibilities:

- Provide comprehensive, effective and efficient administrative support services to East and South East Asia (ESEA) portfolio;
- Coordinate the day-to-day office communication that includes drafting of correspondence, mail distribution, incoming and outgoing communications, routing it to the appropriate personnel for action / follow-up and updating the mail tracking system for references;
- Organize, coordinate and schedule appointments, meetings and travel schedule including the necessary documentation of the Portfolio Directors and members of the team;
- Assist in the preparation of data and documents (annual report and operational plans) and presentation materials of the Portfolio / Projects for internal and external meeting;
- Assist in planning of Center sponsored conferences, workshops, training courses, field days and other such activities related to Portfolio;
- Up-keep the documentation management systems and tracking systems of documents (paper and electronic files); and
- Organize and maintain collaborators / partners / donors / consultants address / contact database for the portfolio.

Requirements:

- Diploma in Business Administration, Executive Secretary-ship or equivalent;

- 3 years of office management and administrative work experience or relevant;
- Good organizational and time management skills to process tasks efficiently;
- Possess comprehensive knowledge and understanding of standard office procedures;
- Good knowledge of financial budget process;
- Good people management skills;
- Strong customer orientation;
- Ability to work with minimum supervision;
- IT literate; 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 **21 August 2007**. This position will be based at the WorldFish's headquarters in Penang. Only short-listed candidates will be notified.