



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.

PROJECT COORDINATOR/TEAM LEADER

Key Responsibilities

- Under the direction of the Director, WorldFish and with the support of other Worldfish staff have overall responsibility for the management, administration and successful implementation of the WorldFish Center (WFC) portions of the CSISA-Bangladesh program;
- Primary responsibility will be for the management of WFC hub staff and activities and delivery of WFC responsibilities under Objective 1;
- Working closely and seek support from Science staff of WorldFish Penang and Bangladesh staff to ensure delivery of Science objectives of CSISA;
- In line with donor requirements, CGIAR and WFC regulations and with the support of Admin-Finance staff, maintain budgetary control of expenditure, effectively manage funds and prepare basic financial reports;
- Planning and implementing project activities at the field level and monitor project activities in the light of program goals and purposes;
- Coordinating and working harmoniously with partners that will include but not be limited to: IRRI and CIMMYT, Government, NGOs the private sector, donors, and other WFC staff;
- Overseeing the in-depth M&E process and communication with partners and donors, materials publications;
- Participating in preparing the work plans and budgets of the project;
- Ensuring timely submission of project and other reports as required by donors, project partners and the WFC;
- Reporting and working closely with the Director—South Asia, CSISA-Delhi, other CSISA staff, USAID; and
- Assisting the Director—South Asia in portfolio expansion and development.

Skills and Abilities

- Excellent communication and team building skills;
- Fluency in written and spoken English and Bangla;
- Ability to use MS Office- Word, Excel and Power Point;

- Good interpersonal and organizational skills and an understanding of budgets and budgeting; and
- This position will be in Dhaka, Bangladesh but will entail significant amounts of field travel and as such will require a healthy, energetic person.

Qualifications and Experience

- MSc or higher degrees in Agriculture, Fisheries or related areas;
- 15 years or more of development and technical experience preferably in the areas of agriculture, fisheries or related programs. Preference may be given for individuals with an understanding of value chain approaches;
- Preference will be given to those with proven management experience in large programs; and
- A demonstrated record of inter-disciplinary, partnership building, and the desire to work in a collaborative environment.

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 Project Coordinator/Team Leader – Bangladesh Office**") to the Human Resources Strategy and Services Unit at worldfish-bangladesh@cgiar.org. Screening of applications will begin immediately and continue until **14 September 2010** or until filled. This is a national position that will be based at the WorldFish Center, Bangladesh and South Asia Office in Dhaka, Bangladesh. 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.