



The World Vegetable Center (WorldVeg) is a non-profit, autonomous international agricultural research center with headquarters in Taiwan and five regional offices around the globe. WorldVeg conducts research and development programs that contribute to realizing the potential of vegetables for healthier lives and more resilient livelihoods. For more information, please visit our website: [worldveg.org](http://worldveg.org)

WorldVeg holds the world's largest public vegetable germplasm collection and performs breeding programs in different parts of the world with strong connections with the public and private seed sectors. The WorldVeg breeding team develops improved cultivars with tolerance to biotic and abiotic stresses, enhanced shelf life, improved nutrient content, and quality adapted to subtropical and tropical environments. The Center is modernizing its research infrastructure and evolving into an 'Open Science Center,' collaborating with advanced research institutions, universities, and private seed companies.

As part of this development, WorldVeg is looking for a highly qualified **Grants and Research Contracts Manager** to represent and support the Center's vision and mission. The position will be based at WorldVeg's headquarters in Shanhua, Tainan, Taiwan.

The Grants and Research Contracts Manager will manage the Center's portfolio of grants and other funder agreements and ensure compliance with the Center's policies and procedures and funder requirements. He/she will work with the Research Management Team (RMT) to identify potential funding opportunities, develop proposals, negotiate agreements, as well as monitor and ensure compliance. The RMT, which leads the Center's R&D work, is composed of the leaders of each of the Center's four flagship programs. The RMT Chair is a rotating position among RMT members. The Grants and Research Contracts Manager will report to the RMT Chair.

## **Key Responsibilities**

### *Resource Mobilization*

- Scan and identify relevant funding opportunities.
- Support networking with the Center's traditional and potential donors and partners.
- Coordinate and support the development and review of project proposals ensuring compliance with donor guidelines, international conventions, and the Center's policies and full cost recovery model.
- Analyze and document lessons learned from non-funded proposals and develop a plan for improvement.
- Periodically report on restricted fund-raising efforts and successes.
- Coordinate the development of and collection of key performance indicators for the Center.

### *Donor agreements and sub-grants*

- Receive, review, and process agreements and grants from donors and sub-grants that are under these prime agreements.
- Negotiate terms of agreements and provide the necessary supporting documentation and conditions for compliance, including serving as the liaison for funders.

### *Oversight and fund disbursement*

- Serve as the focal point for all agreements, correspondence, and actions with funders and partners.
- Support and liaise with project coordinators on managing and administering grants in terms of best practices, reporting issues, and clarifications with partners and funders where needed.
- Support oversight on reports, disbursement, and adequate delivery of project outcome deliverables.
- Support and maintain good management practices in the project life cycle and monitor and ensure compliance with R&D procedures and regulations.

### *R&D Support*

- Facilitate quality assurance, safekeeping, and open access of documents, datasets, proposals, and reports, ensuring compliance with the Center's standard operating procedures and funder guidelines.
- Manage and plan the work of the Grants Coordinator.
- Conduct tasks and duties as Secretary to the RMT.
- Proactively identify and facilitate ways of providing better support for R&D projects.
- Lead the planning and organizing of the yearly Global R&D Week.

**Note:** WorldVeg reserves the right to revise job profiles at any time based on changes to the required job responsibilities.

### **The Person**

- Must have a Master's degree in Economics, International Development, Law, Business, Public Administration, or another relevant field. A Bachelor's degree with substantial and relevant experience may also be considered.
- Minimum of 5 years of progressively responsible experience in any of the following areas:
  - Contract management, including drafting, reviewing, and negotiating legal or commercial contracts;
  - Project management in donor-funded or complex organizational settings;
  - Grants or resource mobilization
- Demonstrated working knowledge of contract law, compliance standards, and administrative procedures associated with contractual arrangements, preferably in the non-profit, development, or international sectors.
- Ability to analyze and mitigate legal and operational risks, apply institutional policies, and adapt contract or grant templates to meet organizational and donor requirements.
- Proven strength in writing, strategic thinking, and analytical skills, especially in the preparation of legal documents, terms of reference, or partnership agreements.
- Excellent command of the English language, with strong demonstrated ability to communicate clearly and collaborate effectively across diverse teams and with external partners in a timely and professional manner.

**The Reward:** This is an Internationally Recruited Staff (IRS) position with competitive pay and benefits. The initial appointment is for three years, renewable depending on the performance of the incumbent.

### **The candidate we hire will embody WorldVeg's Core Values:**

- **Dedication to Innovation and Knowledge Sharing:** Supports the conduct of world-class science, respects ethical standards, and is committed to sharing results in a transparent manner.
- **Commitment to Impact:** Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals.
- **Commitment To Partnerships:** Believes in the value of partnerships to advance research for development.
- **Respect for People:** Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views.
- **Respect for the Environment-** Strives to minimize its environmental impact and to introduce greener technology and practices.

**How to Apply:** Applicants should submit a letter of application explaining their suitability for and interest in the position along with an updated curriculum vitae, and names and addresses (including telephone & e-mail addresses) of three referees to [human.resources@worldveg.org](mailto:human.resources@worldveg.org). Closing date for application: until the position is filled. Please send your application package in one PDF file and mention the position title in the subject line.