



The World Vegetable Center (WorldVeg) is a nonprofit, autonomous international agricultural research center with headquarters in Taiwan and regional offices around the globe. WorldVeg conducts research and development programs that contribute to improved incomes and diets in the developing world through increased production and consumption of nutritious and health-promoting vegetables. For more information about World Vegetable Center, please visit our website: www.worldveg.org.

WorldVeg seeks to recruit an Administrative Assistant to work in the office of Deputy Director General-Partnerships (DDG-P) at its Headquarters in Shanhua, Tainan, Taiwan, to support the operations and to assist administrative matters of the DDG-P office. This is a nationally recruited position and is open for Taiwanese nationals only.

Key Responsibilities:

- Manage administrative activities and tasks of the DDG-P office
- Assist in managing all the Center's incoming and outgoing Chinese official letters, including assigning letter numbers, translation (wherever required), filing photocopies, distributing incoming letters, and affixing official seals to outgoing letters; preparation and mailing of Chinese official letters issued from the DDG-P office
- Assist DDG-P and his/her team in the preparation and/or compilation of concept notes, proposals, reports, and PowerPoint presentations in Chinese
- Provide support for the organization of meetings, events, workshops, and conferences
- Make arrangements for business travel and file travel expense claims
- Inventory and maintain office equipment
- Be familiar with the WorldVeg's policies, regulations, practices, and procedures
- Perform any other duties as required by the needs of the Center and as directed by the supervisor.

The Person:

- Must be a bachelor's degree holder in administration/management or a related area, with an agricultural background, is a plus.
- With at least 2 years of working experience in an administrative role.
- Fluent in English and Chinese, both writing and speaking.
- Proficiency in Microsoft Excel, PowerPoint, and MS Word.
- Excellent communication and interpersonal skills.
- Able to work in interdisciplinary teams in a multicultural, multinational environment.
- Able to handle sensitive and confidential information appropriately.
- Able to work independently and effectively in challenging situations.

The Reward: This is a Nationally Recruited Staff (NRS) position with competitive pay and benefits.

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

1. *Dedication to Innovation and Knowledge Sharing* Supports the conduct of world-class science, respects ethical standards, and is committed to transparently sharing results.
2. *Commitment to Impact* Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals.

3. *Commitment to Partnerships* Believes in the value of partnerships to advance research for development.
4. *Respect for People* Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views.
5. *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 a curriculum vitae (***in English***), a recent passport-size photograph, names, and addresses (including telephone/fax/e-mail) of three referees, and date of availability to jobapply@worldveg.org and HRServices@worldveg.org. The position will remain open until filled. Review of applications will start from **31 January 2024**. Please mention the position title in the subject line.