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 Unit of Genetic Resources and Seed at its Headquarters in Shanhua, Tainan, Taiwan, to support the operations of the Genebank and to assist the scientists in the Flagship Vegetable Diversity and Improvement in administrative matters. Genebank maintains seeds of a global key collection of 60,000 vegetable varieties, which represents a large proportion of the global vegetable diversity. This collection needs to be maintained and used by breeders, scientists, and farmers around the world to develop sustainable food systems.

This is a nationally recruited position and is open for Taiwanese nationals only.

**Key Responsibilities:**

- Assist in the development and implementation of operational procedures for efficient management of the genebank.
- Communicate with quarantine institutions and other Genebank partners for effective national and international movement of vegetable seed.
- Assist in correspondence and communication with project partners for effective project development and coordination.
- Assist in preparing and submitting grant proposals, project reports, and the completion of project contracts.
- Help staff select and maintain office equipment and provide training or orientation on operating new technologies.
- Collect user feedback on the performance of WorldVeg varieties from the breeding programs and Genebank.
- Coordinate and manage the Flagship Program of Vegetable Diversity and Improvement administrative activities and tasks.
- Draft and edit supervisor(s) documents and translate from Chinese to English, or vice versa.
- Monitor project budgets and activity costs.
- Support the development of project contracts and letters of agreement with project partners and consultancies.
- Digitalize and archive the legal documentation, which is related to seed movement.
- Assist in organizing workshops and conferences.
- Help the scientists in the flagship receive visitors.
- 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.

**Job Objectives:**

- Provide support to operational functions of Genebank.
- Perform and coordinate administrative activities of the Flagship Program of Vegetable Diversity and Improvement.
- Communicate with WorldVeg partners and users about the distribution of vegetable seeds and the performance of WorldVeg varieties from the breeding programs and Genebank.

**Required Qualifications:**

- Bachelor’s degree in administration/management or a related area.
- Minimum of three years of work experience in handling administrative and operational activities in industry or service organizations; working knowledge in quality management systems is an advantage.
High proficiency in English and Chinese languages, both written and spoken.
Excellent computing skills in MS Word data processing and good knowledge of enterprise software applications and programming will be a plus.
Excellent communication and interpersonal skills.
Able to work in interdisciplinary teams in a multicultural, multinational environment.
Able to work independently and effectively in challenging situations.
Experience in the seed, agricultural, biological, or biotech sector is an advantage but not essential.

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 sharing results in a transparent manner.
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, a recent passport-size photograph, names and addresses (including telephone/fax/e-mail) of three referees, and date of availability to jobapply@worldveg.org or the job bank site before 15 December 2023. Please mention the position title in the subject line.