



World Vegetable Center

Job Announcement
Administrative Assistant
Headquarters, Shanhua, Tainan, Taiwan

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's research and development work focuses on breeding improved vegetable lines, developing and promoting safe production practices, reducing postharvest losses, and improving the nutritional value of vegetables. The center aims to raise awareness of the importance of vegetables for improved health and global poverty alleviation. For more information, please visit our website: worldveg.org.

WorldVeg seeks to recruit a highly skilled and motivated Administrative Assistant to join the Safe and Sustainable Value Chains team at its Headquarters in Shanhua, Tainan, Taiwan. If you are a strategic thinker, we want to hear from you!

Responsibility

- Coordinate and manage administrative activities and tasks of the Flagship Program - Safe and Sustainable Value Chains;
- Assist in preparing documents (such as correspondence, reports, proposals, and PowerPoint presentations);
- Assist in the preparation and submission of grant proposals, project reports and the completion of project contracts;
- Assist Flagship Program Leader/Project Managers to key-in project details into the Maconomy and to properly monitor the project expenditures are within the limit of the granted budget;
- Draft and edit documents based on the instructions of the supervisor, and translate documents from Chinese to English, or vice versa;
- Assist in organizing workshops and conferences as well as preparing proceedings;
- Assist in preparing scientific manuscripts and papers;
- Help Flagship Program Leader/Scientists plan and schedule meetings and appointments, and receive visitors;
- Make arrangements for staff travel;
- Help staff select and maintain office equipment, and provide training or orientation on operating new technologies;
- Be familiar with the Center's policies, regulations, practices, and procedures;

Required Qualifications and Competencies (Technical and Behavioral)

- 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.

Note: This is a Nationally Recruited Staff (NRS) position.

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

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| 1. <i>Dedication to Innovation and Knowledge Sharing</i> | Supports the conduct of world-class science, respects ethical standards, and is committed to transparently sharing results. |
| 2. <i>Commitment to Impact</i> | Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals. |
| 3. <i>Commitment to Partnerships</i> | Believes in the value of partnerships to advance research for development. |
| 4. <i>Respect for People</i> | Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views. |
| 5. <i>Respect for the Environment</i> | 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, the names and addresses (including telephone and e-mail) of three professional referees, and the date of availability to jobapply@worldveg.org before **31 May 2025** or until a suitable candidate is found. Please mention the position title in the subject line.