



**World Vegetable Center**

**POSITION ANNOUNCEMENT**  
**Administrative Assistant**

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.avrdc.org](http://www.avrdc.org).

WorldVeg seeks an Administrative Assistant to assist the scientists in the Flagship Program Vegetable Diversity and Improvement at the Headquarters in Shanhua, Tainan, Taiwan. This is a nationally recruited position and open for Taiwan nationals only.

**Job objectives**

- Efficiently and effectively perform and coordinate administrative activities of the Flagship Program Vegetable Diversity and Improvement
- Provide administrative support to the scientists and staff of the Flagship Program

**Job responsibilities**

- Assist in the administration activities of the Flagship Program ‘Vegetable Diversity and Improvement’;
- Process procurement, leave and travel requests and interact with purchase, finance and HR staff on these matters;
- Perform computer-assisted project budget control;
- Prepare correspondence, reports, proposals, contracts and presentations;
- Translate documents from Chinese to English, and vice versa;
- Assist in organizing workshops and conferences;
- Plan and schedule meetings and receive visitors;
- Be familiar with the WorldVeg’s policies, regulations and practices, and assist staff in following these procedures;
- Perform other tasks as assigned by the supervisor(s).

**The Person**

Bachelor’s degree in administration or a related area; Minimum of two years of work experience as Secretary or Administrative Assistant; High proficiency in English and Chinese languages both written and spoken; Excellent computer skills and extensive knowledge of software applications, such as Word, Excel, Access, PowerPoint and internet are required; Excellent communication and interpersonal skills; Willing to learn and meet new challenges; Able to work in interdisciplinary teams in a multicultural, multinational environment; 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 initial appointment is for one year and may be extended depending on requirements, funding availability, and performance of the incumbent.

**How to Apply:** Submit a letter of application in English with curriculum vitae, with details of education, work experiences, professional skills, names and contact addresses (including phone number/fax/e-mail) of three referees, and a recent passport size photograph by e-mail to [jobapply@worldveg.org](mailto:jobapply@worldveg.org), **before 25 September 2018**.