



Job Announcement
Communications Associate
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 Communications Associate to join the Communications Team at its Headquarters in Shanhua, Tainan, Taiwan. If you are passionate about the communication profession, especially in event organizing, public relations, and digital design, we want to hear from you!

Visitor Management & Event Coordination

- Coordinate visitor experiences at WorldVeg headquarters, ensuring smooth, informative visits, including scheduling, presentations in Mandarin and English, and guiding tours of the Demonstration Garden.
- Maintain accurate visitor records and update statistics regularly.
- Support event organization, including planning and hosting WorldVeg events, exhibitions, and campaigns, in collaboration with the HQ communications team.
- Assist with logistics and scheduling for knowledge-sharing events, such as R&D seminars at HQ and regional offices.
- Help develop and manage a volunteer tour guide program for the Center initiative.

Media, Content Creation & Digital Communications

- Capture high-quality photos and videos to promote WorldVeg's work.
- Manage and organize the visual assets archive.
- Collaborate with the Global Communications Team on campaign materials for social media.
- Assist in managing and updating content on digital platforms, ensuring content is updated regularly and aligned with the organization's messaging and branding goals.

Knowledge Management & Team Collaboration

- Support the maintenance of the WorldVeg publication database (HARVEST).
- Provide administrative support for the HQ communications office.
- Collaborate with other departments for event coordination.
- Perform other duties as required by the supervisor.

Required Qualifications and Competencies (Technical and Behavioral)

- Bachelor's degree in Marketing, Journalism Development, Public relations, or relevant fields.
- Previous working experience as a Communications Associate for (2) years.
- Proven experience in media, digital design, event coordination, and visitor management.
- Bilingual proficiency in English and Mandarin (both spoken and written) for presentations, guided

tours, and content creation.

- Event planning and coordination skills, including scheduling, logistics, and stakeholder communication.
- Excellent stakeholder relations, communication, problem-solving, and critical-thinking skills.
- Capacity to work within a high-functioning, diverse, collaborative, and innovative environment.
- Demonstrated personal commitment to receiving and acting on constructive feedback.

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 **25 March 2025** or until a suitable candidate is found. Please mention the position title in the subject line.