



World Vegetable Center

Job Announcement

**ESEA Regional Coordinator
Bangkok, Thailand**

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 conducts research and development programs that contribute to realizing the potential of vegetables for healthier lives and more resilient livelihoods. For more information, please visit our website: worldveg.org

WorldVeg is seeking an experienced professional who will be responsible for managing the East and Southeast Asia (ESEA) regional office in Thailand, hosted by Kasetsart University (KU).

This is a nationally-recruited Mid-career/Senior position that will be based at KU Bangkok WorldVeg office, or at the WorldVeg ESEA Research and Training station on KU Kamphaeng Saen campus, with regular travels between the two offices. The incumbent will report to WorldVeg ESEA Regional Director.

Key Responsibilities:

Human Resources

Under overall supervision of ESEA Regional Director and functional guidance of WorldVeg's Director of Human Resources:

- Manage a fair recruitment process for national staff, undertake impartial approach to staff performance evaluation and professional development.
- Facilitate teamwork, ensure optimal working conditions, safe and trusted working environment.
- Review and update HR Policy Manual, including the NRS RO Staff Regulations Manual, and ensure adherence to country specific labor and employment laws.

Operations Management:

Under overall supervision of ESEA Regional Director and functional guidance of WorldVeg's Director of Corporate Services:

- Lead the annual planning of operations and budget for the region.
- With assistance from the finance and administration team, prepare the annual budget and ensure proper budgetary control.
- Supervise the administration of the ESEA offices.

Resource Mobilization, Communications and Partnerships

Under overall supervision of WorldVeg ESEA Regional Director:

- Participate in resource mobilization to sustain WorldVeg's work program in Thailand and around the region.
- Coordinate the development of communications products and outreach activities.
- Strengthen and nurture the Center's relationships with the host institution, Kasetsart University and WorldVeg partners.
- Organize workshops, training, events, internship programs, welcome visitors and enhance knowledge exchange with universities, research centers and the private sector to promote WorldVeg as an 'Open Science Center'.
- Coordinate risk management and business continuity activities.
- Prepare the annual report for submission to Kasetsart University and WorldVeg partners.
- Organize and lead regional coordination meetings and serve as point of contact between the regional office and headquarters.
- Undertake any other duties as required by the needs of the Center and the ESEA Regional Director.

Note: WorldVeg reserves the right to revise job profiles at any time based on changes to the required job responsibilities.

The Person:

Required:

- A national of Thailand or person with permanent residence in Thailand and fluency in spoken and written Thai.
- At least five years of demonstrated experience in a similar position.
- MA or MSc degree in Agriculture, International Relations, Public Policy, Business Administration, or another relevant field.
- Solid knowledge of agriculture, food systems, climate change, equity and/or nutrition.
- Strong affinity with the mission of WorldVeg and research for development.
- Strong communication skills in spoken and written English.
- Good network of contacts of public and private sector actors in the agriculture sector.
- Excellent planning and organizational skills.
- Experience of human resource management, finance and procurement.
- Experience of project operations.
- Solid computer skills.

Desired experience:

- Experience in an international non-profit organization, research organization or university.
- Experience in speaking and presenting in public.

The Reward:

This is a Nationally Recruited Staff position with competitive pay and benefits. The initial appointment is for one year renewable depending on the performance of the incumbent and funding availability.

The expected starting date for the position is October 1, 2024.

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 in English:

- A letter of application explaining their suitability for and interest in the position
- A curriculum vitae
- A copy of the highest academic certificate
- Names and addresses (including telephone/e-mail) of three referees
- Date of availability and salary expectations

Applications should be submitted as a single Pdf file by email to kanokwan.rattanamung@worldveg.org indicating "Application -ESEA Regional Coordinator" in the subject line. The application deadline is **August 24, 2024**. Only shortlisted candidates will be contacted for in-person interviews. The vacancy will remain open until it is filled.

Qualified female candidates are strongly encouraged to apply.