



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](http://worldveg.org)

WorldVeg seeks to employ a Project Development Manager to manage the projects with Ministry of Agriculture (MOA) and Ministry of Foreign Affairs (MOFA) in Taiwan and to supervise the administration of the science research. The position works with and reports to the Deputy Director General – Partnerships (DDG-P). If you are an excellent project manager with outstanding communication skills and abilities to work with multi-cultural and diverse teams, we want to hear from you!

This position is open to Taiwanese nationals only.

### **Key Responsibilities:**

#### **1. Project Management:**

- Manage Ministry of Agriculture (MOA) and Ministry of Foreign Affairs (MOFA) projects from proposal to execution.
- Collaborate with the financial and research units to develop project budgets.
- Ensure projects are executed efficiently, meeting planned outcomes and benefits.

#### **2. Proposal Development and Analysis:**

Support the Deputy Director General – Partnership (DDG-P) in:

- Develop proposals for projects that are aligned with funders' interests and WorldVeg's strategic goals.
- Understand international agricultural research and development trends, identify key funders' interests, and align these with WorldVeg's priority areas and scientists' expertise.
- Develop concept notes and coordinate discussions between funders and scientists until a project proposal is completed.

#### **3. Coordination and Communication:**

- Serve as a liaison between project scientists and funders, ensuring clear and efficient communication.
- Collaborate with the R&D Support Team in ensuring the effective implementation of the project implementation.
- Ensure project outcomes meet the expectations of the research team and report them to the relevant stakeholders as required.

#### **4. Reporting and Compliance:**

- Coordinate with scientists for the timely preparation of reports and respond to funders' requirements according to the agreed timeline and project specifications.
- Translate and compile scientific documents accurately and efficiently using productivity tools, ensuring the content meets the requirements of funders while emphasizing key points and omitting excessive technical details as needed.

- Maintain a transparent and trusting dialogue with scientists to ensure the accuracy and appropriateness of reports.

**Additional Responsibilities:**

- Assist the DDGP in coordinating the internal management issues of the WorldVeg’s headquarters (HQ) facilities, particularly the New Research Building.
- Participate in the HQ Facility Management Committee to collaboratively establish and implement management mechanisms and proactive resolutions to issues related to the New Research Building, including space allocation and chemical utilization, and laboratory management
- Assist the DDGP in organizing the reception of visitors and related matters for WorldVeg's achievement presentation events.

**Required Qualifications:**

- Minimum of a Master's degree in agriculture, biotechnology, or a related field.
- At least three years of relevant work experience.
- Experience in proposal development, management, and execution of projects supported by MOA or MOFA.
- Experience in laboratory management or the formulation and implementation of laboratory safety management procedures is highly desirable.
- Familiarity with Taiwan's public sector project management, budgeting, and reporting processes, especially in Chinese.
- Experience working with academic, technical, and research laboratory personnel.
- Excellent communication skills and the ability to work well with multi-cultural and diverse teams.
- Proficiency in using productivity tools, including AI and other work methodologies.

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

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, a recent passport-size photograph, names and addresses (including telephone/fax/e-mail) of three referees, and date of availability to [jobapply@worldveg.org](mailto:jobapply@worldveg.org) or the job bank site before **30 September 2024**. Please mention the position title in the subject line.