



World Vegetable Center

POSITION ANNOUNCEMENT

**Administrative Assistant –
Headquarters, Shanhua, Tainan, Taiwan**

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.worldveg.org.

WorldVeg seeks to recruit Administrative Assistant at its Headquarters in Shanhua, Tainan, Taiwan, to work in the Office of Deputy Director General - Partnerships. This is a nationally recruited position and open for Taiwan nationals only.

Job Responsibilities

- Assist DDG-P in preparation of media articles, concept notes, proposals, and reports etc.;
- Work with Manager – Administration Services and Assistant to DDG-P to provide secretarial assistance to DDG-P;
- Assist in screening of potential partner organizations that may benefit from the WorldVeg's capacity development initiatives;
- Manage logistics for international & national trainees (travel, accommodation, visa, insurance, orientation, etc.);
 - Respond to training requests, coordinate with scientists for potential placement;
 - Coordinate final presentations and evaluations of the trainees;
 - Maintain and update training records for HQ and regions - work closely with regional Focal Persons responsible for training; analyze training database and develop insights for follow-up;
 - Periodically track trainees, conduct surveys to gather post-training outcomes to inform/archive the impact of global capacity development initiatives of the Center;
 - Write and publish alumni profiles, reports, accomplishments on website, newsletter, etc.
- Prepare standard, custom, and/or special reports needed by WorldVeg Management and staff;
- Perform any other duties as assigned by the supervisor.

Qualifications

- A Bachelor of Science degree, Agriculture related is preferred;
- Minimum of one year of work experience in related work;
- High proficiency in English and Chinese languages, both written and spoken;
- Excellent computer skills and working knowledge of databases, spreadsheets and word processing applications;
- 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.

How to Apply

Apply through the job bank site, or submit a letter of application with curriculum vitae, with details of education, work experiences, professional skills, a recent passport size photograph, names and contact addresses (including phone number/fax/e-mail) of three referees to Human Resources, PO Box 42, Shanhua, Tainan, Taiwan 74199, e-mail: jobapply@worldveg.org, **before 30th April 2022**.