



The WorldFish Center, headquartered on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in 8 countries and engage in collaborative research with more than 200 partners in more than 25 countries. The Center is a nonprofit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

A unique opportunity has arisen for gifted individuals to contribute to the mission of the Center.

## SENIOR SECRETARY

### Key Responsibilities

- Providing advance secretarial and administrative support to the Director General (DG) and Deputy Director General (DDG) such as schedule/co-ordinate appointments for internal and external meetings and travel schedule, Alliance Executive Committee related matters, all Science Advisory Committee related matters, coordinating the budget and FTE activities, preparing travel itinerary, logistic arrangement and documentation pertaining to travel request and claims;
- Coordinating the day to day office communication that includes filing, drafting of correspondence, mail distribution, incoming and outgoing communications, routing it to the appropriate staff for action/follow up, updating the mail tracking system and contract/proposal tracking system for references;
- Assisting in identification and prioritization of matters that needs immediate attention and action;
- Take minutes of meetings. Actively follow-up on agreed actions to be taken and is responsible to follow through until task is completed;
- Assisting in the preparation of presentation materials and documents for meetings, information gathering as and when required;
- Assisting in co-ordination of workshops, seminars, conferences and trainings;
- Providing support to the Compliance & Administration Manager as and when required.

### Skills and Abilities

#### Essential

- Must be IT literate and proficient in Microsoft applications;
- Possess comprehensive and advanced knowledge and understanding of standard office procedures;
- Excellent communication skills (oral and written).

#### Desired

- Good interpersonal skills and people management skills;
- Ability to work with people in a multi-cultural environment;

- Have initiative, strong customer orientation and with a team spirit;
- Ability to work with minimum supervision; and
- Ability to work effectively as a team member.

## **Qualifications and Experiences**

### Essential

- Diploma in Executive Secretary-ship, Business Administration or equivalent;
- Minimum 2-3 years of office management and administrative work experience.

### Desired

- Good planning, organizational and time management skills are pre-requisites;
- Good written and verbal English proficiency with effective communication skills.

The WorldFish Center offers a competitive remuneration package, a non-discriminatory policy and provides an innovative work environment. Interested applicants are invited to apply directly to the Human Resources Strategy and Services Unit at [worldfish-hr@cgiar.org](mailto:worldfish-hr@cgiar.org) (with indication on the subject line “**Application for the position of Senior Secretary - Headquarters**”). Applicants are expected to submit a comprehensive curriculum vitae that includes names and contacts (telephone, fax, and e-mail addresses) of three (3) professional referees who are familiar with the candidate's qualifications and work experience. Initial screening of applications will begin on **20 September 2010** but position will remain open until filled. This is a national position based at WorldFish Headquarters in Penang, Malaysia. Only short-listed candidates will be notified.

*WorldFish is committed to an Equal Employment Opportunity employer and strives for staff diversity in gender and nationality.*