



AVRDC

The World Vegetable Center

East and Southeast Asia

P.O. Box 1010

(Kasetsart University)

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JOB VACANCY

Administrative Officer

AVRDC – The World Vegetable Center is a nonprofit, autonomous international agricultural research center with headquarters in Taiwan and regional offices around the globe. AVRDC 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.

AVRDC seeks an **Administrative Officer** for its East and Southeast Asia Regional Office based in Bangkok, Thailand. The Administrative Officer provides efficient and effective administrative and secretarial services to the Regional Director and the offices of AVRDC-ESEA.

Deadline of Application: 28 February 2011

Salary Range: 25,000 to 30,000 THB depending on qualification and experience

The main duties and responsibilities include:

1. Secretarial:
 - Act as the primary communication focal point for the office.
 - Manage appointments, meetings, travel schedules and diaries of the Regional Director.
 - Perform general clerical duties
2. Public relations & coordination:
 - Meet and greet clients and visitors
 - Research, price, and purchase office equipment and contact suppliers/vendors of materials needed by AVRDC and secure quotations.
 - Liaise and facilitate communication with academic and administrative offices of Kasetsart University as well as Royal Thai Government agencies.
3. Human Resources:
 - In coordination with Human Resources at AVRDC's Headquarters in Taiwan, maintain staff policies, personnel files and leave records.
4. Meetings, conferences and trainings:
 - Arrange for appropriate venue and provide necessary logistical arrangements.
 - Facilitate transportation and accommodation arrangements, including meeting of visitors at the Bangkok airport when necessary
 - Facilitate visa processing as and when needed.

Selection Criteria:

1. The position requires good verbal and written communication skills in English and Thai language, clerical and arithmetic skills as well as a high level of confidentiality, discretion and good interpersonal skills
2. Excellent knowledge of Microsoft Office applications and telephone protocol.
3. Must be familiar with modern office technologies.

4. Proof of English proficiency through either of the following:
 - Test of English as a Foreign Language (TOEFL) with a minimum score of 500 for a paper based test, a score of at least 170 for a computer-based test or minimum 60 for an internet-based test
 - International English Language Testing Service (IELTS) with a minimum score of 5.0.
 - Completed university education where the subject English comprised the main component of the course of study.
 - In exceptional cases other proof of English proficiency may be provided

Please submit your application letter, including curriculum vitae with three references on or before 28 February 2011 to:

The Regional Director
AVRDC – The World Vegetable Center
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