



World Vegetable Center

Job Announcement

Project Assistant (Project-based)

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 is seeking to recruit a Project Assistant to work in the Office of the Deputy Director General – Partnerships (DDG-P) at Headquarters in Shanhua, Tainan, Taiwan. The position will primarily provide administrative, coordination, and operational support for project implementation, internal coordination, and selected knowledge management functions, particularly related to Open Science initiatives. This is a nationally recruited, project-based position open to Taiwanese nationals only.

Key Responsibilities:

1. Project Administration Support

- Support routine project administration tasks, including documentation, tracking, and coordination of ongoing programs.
- Enter and maintain project data, and track progress using the Ministry of Agriculture project management system to support effective project administration and reporting.

2. Open Science Operational Support

- Assist in the recruitment and onboarding of international students and visiting trainees, including visa processing, accommodation arrangements, and general logistics
- Provide administrative support for student supervision processes, including coordination with scientists and relevant units.
- Maintain follow-up communication with students and support alumni engagement and tracking.
- Assist ODDGP team members with logistical preparation and follow-up.

3. Knowledge Management and Publication Support

- Compile annual publication statistics for WorldVeg, including outputs, partner institutions, and regional distribution.
- Coordinate with the Communications unit to ensure consistency and accuracy of publication data used in reports and outreach materials.
- Support preparation of knowledge management and Open Science-related materials (administrative and content consolidation tasks).

4. Internal Coordination and DDG-P Office Support

- Support coordination across ODDGP activities as assigned.
- Assist the DDG-P with ad hoc tasks and provide support for major Center events and official activities.

5. General

- Perform any other duties as required by the needs of the Center and as directed by the supervisor.

Required Qualifications and Competencies

The Person:

- Must be a bachelor's degree holder in administration/management or a related area, with an agricultural background, is a plus.
- With at least 2 years of working experience in an administrative role.
- Fluent in English and Chinese, both writing and speaking.
- Proficiency in Microsoft Excel, PowerPoint, and MS Word.
- Excellent communication and interpersonal skills.
- Able to work in interdisciplinary teams in a multicultural, multinational environment.
- Able to handle sensitive and confidential information appropriately.
- Able to work independently and effectively in challenging situations.

The Reward: This is a Nationally Recruited Staff (NRS) position with competitive pay and benefits.

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

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| 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 (**in English**), a recent passport-size photograph, names, and addresses (including telephone/fax/e-mail) of three referees, and date of availability to jobapply@worldveg.org or the job bank site. The position will remain open until filled. Please mention the position title in the subject line.