

檔 號	年度號/分類號	保存 年限
	案次號/卷次號/目次號	

# 亞蔬-世界蔬菜中心

【函】

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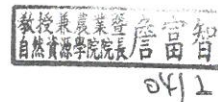
## 園藝學系

受文者：如正本行文單位

擬：一、影本送各教學單位協助公告。  
 二、刊登院訊，存查。

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光正鄧堯銓



主旨：檢送本中心徵聘副主任辦公室行政助理之徵才啟事一則，敬請惠予公告，請查照。

正本：國立臺灣大學生物資源暨農學院、國立臺灣大學生命科學院、國立臺灣大學國際學院、國立中興大學農資學院、國立中興大學生命科學院、國立中興大學創新產業暨國際學院、國立嘉義大學農學院、國立嘉義大學生命科學院、國立清華大學生命科學院、國立成功大學生命科學與科技學院、國立中山大學生命科學院、國立中央大學醫理工學院、國立宜蘭大學生物資源學院、國立屏東科技大學農學院、國立屏東科技大學國際學院、國立海洋大學生命科學院、中央研究院植物暨微生物學研究所、中央研究院分子生物研究所、中央研究院農業生物科技研究中心、中國文化大學農學院、東海大學農學院

副本：本中心副主任辦公室（不含附件）

# 亞蔬-世界蔬菜中心



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**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](http://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](mailto:jobapply@worldveg.org), **before 30<sup>th</sup> April 2022**.