



## International Potato Center POSITION ANNOUNCEMENT

Ref.: 11-37 AA/NRS/SWCA

### ADMINISTRATIVE ASSISTANT

The International Potato Center (CIP) is seeking an administrative assistant to provide administrative and secretarial services to a new USAID-funded project in Bangladesh which will contribute to improving incomes and nutritional health of smallholder families through innovations in potato, sweetpotato, and vegetable production, marketing, and consumption.

The project will be jointly implemented by CIP and the World Vegetable Center (AVRDC), in partnership with national and local organizations in Bangladesh.

**The Center:** CIP is a not-for-profit international agricultural research-for-development organization with a focus on potato, sweetpotato and Andean roots and tubers. Its vision is of roots and tubers improving the lives of the poor. CIP is dedicated to achieving food security, improved well-being, and gender equity for poor people in root and tuber farming and food systems of the developing world. CIP works with partners to contribute high quality science, technology, and capacity strengthening for sustainable science-based solutions. CIP is headquartered in Lima, Peru, with staff and activities in over 30 locations across Asia, Africa, and Latin America. CIP is a member of the Consultative Group for International Agricultural Research, a network of 15 research centers mostly located in the developing world and supported by more than 50 donor members.

**The position:** The Administrative Assistant position will be located in the main Project Office in Dhaka and will report directly to the Finance Manager.

#### Duties and Accountabilities:

- Provide administrative and secretarial support to the chief of party (COP) and the finance manager (FM)
- Support the FM in preparation of financial reports and other reports as required
- Liaise with and undertake courier services between office staff of partner organizations and government departments as directed by the COP and/or the FM
- Maintain a database of project contacts, including partners, stakeholders, and relevant government personnel
- Maintain an updated database for inventory and supplies
- Support the FM in procurement of equipment, supplies, and services
- Assist the COP and sector leaders in the organization of meetings, capacity-strengthening events, and preparation of training materials
- In coordination with the COP and the FM, receive requests for services from internal and external clients.

#### Selection Criteria:

- College degree, secretarial qualifications is an advantage.
- Experience working in similar administrative positions.
- Demonstrated ability to use discretion with confidential and sensitive information.

- Basic finance skills.
- Capacity to work under pressure and ability to prioritize and meet deadlines.
- Demonstrated integrity and versatility.
- Good interpersonal and teamwork skills and ability to work in a multicultural environment.
- Good command of oral and written English.
- Efficient computer skills, including high experience in Word and Excel, email, and internet.

**Conditions:** Employment contract will be for one year term with the possibility of renewal. Salary will be nationally competitive, paid in US dollars, and commensurate with experience. CIP prides itself on its collegial and supportive working environment, which allows space for personal and professional growth.

**Applications:** Applicants should apply by email, sending a letter of motivation, a full CV, and the names and contact information of three references that are knowledgeable of the candidate's professional qualifications and work experience to: [cip-recruitment@cgiar.org](mailto:cip-recruitment@cgiar.org). The reference name of the position should be clearly marked in the subject line of the email message. Screening of applications will begin on **30 November**, 2011 and will continue until the post is filled. All applications will be acknowledged, only short-listed candidates will be contacted.

Learn more about CGIAR and CIP by accessing web site at [www.cipotato.org](http://www.cipotato.org)

*CIP is an equal opportunity employer. Qualified women and professionals from developing countries are particularly encouraged to apply*