

POSITION ANNOUNCEMENT

Secretary for the GlobalHort Office

The Global Horticulture Initiative - an international virtual center for the promotion of horticultural research for the development - is seeking a full-time secretary to provide secretarial skills and administrative support to office head, international scientists and national partners. The successful applicant will be based in Arusha, AVRDC-Regional Center for Africa.

Job objectives: 1) perform a variety of secretarial duties and tasks to support office head, scientists, partners and donors; 2) assist in the preparation and submission of tenders, grant proposals and the completion of project contract; and 3) efficiently and effectively perform and coordinate administrative and logistic activities of the unit.

Major responsibilities and tasks: 1) assist in preparing documents i.e. correspondence, reports, proposals, and software dedicated presentations (PowerPoint, MindManager); 2) assist in preparing scientific manuscripts and papers; 3) draft and edit documents based on the verbal instructions of office head, and translate documents from Ki-swahili to English, or vice versa; 4) organize and maintain an effective timing and filing/records system; 5) coordinate and manage administrative activities and tasks of the office; 6) assist office head/administrative manager to key-in project details into the Project Management System (PMS) and to properly control the project expenditures within the limit of the granted budget; 7) help office head plan and schedule meetings and appointments, and receive visitors; 8) make arrangements for logistics and travels, and file travel expenses afterwards; 9) assist in organizing meetings, workshops and conferences as well as preparing proceedings; 10) help staff select and maintain office equipments, and provide training or orientation on new operation technologies; and 11) be familiar with the hosting center's policies, regulations, practices, and procedures;

Qualifications: 1) Bachelor degree in related field or equivalent; 2) two to three years of related work experiences; 3) proficient in English language with good speaking and writing abilities; 4) extensive knowledge of software applications, such as Microsoft Office (Word, Excel, PowerPoint, Mozilla Thunderbird), search engines, internet, database management, etc.; 5) well informed and experienced in new technologies of information and communication (NTIC); 6) excellent organization, communication and interpersonal skills; 7) has initiative, is responsible, attentive, flexible, and willing to learn new office technologies; and 8) able to work independently and effectively under pressure.

Application: Submit an English letter of application, Curriculum Vitae, with names, and contact addresses (phone number and e-mail) of three referees. Send to: GlobalHort Secretariat, c/o AVRDC-RCA, PO Box 19, Duluti, Arusha, Tanzania, e-mail: rkahane@globalhort.org, fax: (255) 27-255-3125, website: www.globalhort.org

Closing Date: The closing date for applications is **31 July 2007**.