



VACANCY ANNOUNCEMENT

BIOVERSITY INTERNATIONAL

For further information on Bioversity International, consult the Web page at <http://www.bioversityinternational.org>

Bioversity International is now seeking a well-qualified candidate at the National Project Management Unit (NPMU) of the Project "Conservation and sustainable use of cultivated and wild tropical fruit diversity: Promoting sustainable livelihood, food security and eco system services" based at the Indian Institute of Horticultural Research (IHR), Bangalore, India for the position of:

National Programme Assistant will provide effective and efficient administrative support to the **National Project Management Unit** for the activities for the project in the following areas:

- Provide general support to the National Project Coordinator (NPC) in ensuring the proper set up of the national project management unit (NPMU) for further implementation of its activities;
- Provide administrative support to the Project Management Unit;
- Provide support to the NPC in the financial and administrative management of the national project component;
- Translate and proofread project documents, including quarterly progress/technical reports, meeting reports and other related project documents before submission to RPMU;
- Prepare meetings, trainings and workshops, draft agenda's, record proceedings and decisions of meetings and draft final reports;
- Assist National Project Coordinator in organizing and conducting National Project Steering Committee Meetings (NPSC);
- Assist National Project Coordinator in communication with Regional PMU, National Steering Project Committee members, national government agencies, national project partners and local partners by phone, fax and other correspondence;
- Submit to Regional PMU update information on national project component for publication on the project website.

Minimum mandatory qualifications and competencies:

Minimum qualifications & experience:

- Secondary school education supplemented by office or business related training; a university degree in business administration or a related field is an advantage.
- Minimum of 2-3 years of professional experience in international or government organizations;

Skills & abilities:

- Proficiency in relevant software packages (Microsoft Word, Excel, and PowerPoint).
- Sound knowledge of standard office procedures and computer based skills.

- Excellent in both verbal and written in English.
- Strong interpersonal, communications and teamwork skills; courtesy, tact and the ability to establish and maintain effective working relationships with people of cultural and national backgrounds
- Well developed skills in personal organization, priority setting, problem solving and accuracy.
- Proven ability to manage budgets

Personal qualities:

- Considerable judgment and initiative; ability to work with significant independence within assigned areas.

Terms and conditions: This is a locally recruited support position and all benefits are denominated and paid in India Rupees. Consolidated remuneration package includes a competitive salary, leave provisions, and medical insurance is provided as per the project document. As this is a locally recruited position, relocation costs are not covered. The initial contract will be for a period of three years, renewable, subject to a probationary period of twelve months.

Applications: A letter of application (responding to the required qualifications and competencies) and *curriculum vitae* in English, including date of birth, gender and nationality, with names and full contact details of at least three referees, including telephone, fax and email address, should be sent to online at Dr Bhuwon Sthapit (b.sthapit@cgiar.org) by **31 August 2009**.