

**Communications Assistant
(Taiwanese National)**

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: worldveg.org

WorldVeg seeks to recruit a Communication Assistant to work in the Office of Deputy Director General - Partnerships at its Headquarters in Shanhua, Tainan, Taiwan.

Key Responsibilities

- Assist the Office of Deputy Director General -Partnerships (ODDG-P) in the preparation of media articles, concept notes, proposals, reports, etc.
- Work with Coordinator – Partnerships to provide secretarial assistance to ODDG-P.
- Create communication and campaign materials including graphic design and video to assist in increasing WorldVeg’s social media audience reach.
- Engage a strong web presence on various digital channels, such as Facebook, Instagram, LinkedIn, etc. Manage the World Vegetable Center accounts on social media platforms.
- Deliver timely and accurate responses to social media audiences’ questions and requests across all community platforms.
- Work with the HQ communication team to create engaging web content, and plan, generate/ create marketing materials, such as brochures, POSM, gifts, etc.
- Work with the HQ communication team to organize and host WorldVeg events, exhibitions, and campaigns.
- Perform any other duties as assigned by the supervisor.

Qualifications

- A Bachelor of Science degree, in Marketing, Communications, with a background in Agriculture is preferred.
- Work experience in a related field is preferable.
- High proficiency in English and Chinese languages, both written and spoken.
- Adept with computer skills and working knowledge of image- and video-editing tools such as Photoshop, Flash, XHTML, and Photo Impact.
- With excellent communication and interpersonal skills.
- Able to work in interdisciplinary teams in a multicultural, multinational environment.
- Must be willing to learn, work independently, and successfully handle challenging situations.

Note: Please provide work samples or social media links that you can share e.g., Facebook or Instagram accounts.

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:

1. *Dedication to Innovation and Knowledge Sharing* Supports the conduct of world-class science, respects ethical standards, and is committed to sharing results in a transparent manner.
2. *Commitment to Impact* Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals.
3. *Commitment to Partnerships* Believes in the value of partnerships to advance research for development.
4. *Respect for People* Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views.
5. *Respect for the Environment* 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*, 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 before **15 March 2023**. Please mention the position title in the subject line.