



**AVRDC**  
The World Vegetable Center



AVRDC – The World Vegetable Center is an international non-profit research and development center committed to alleviating poverty and malnutrition in developing countries through the increased production and consumption of nutritious and health-promoting vegetables. Founded in 1971 with headquarters in Taiwan, the Center’s global network today covers East and Southeast Asia, sub-Saharan Africa, South Asia, and Central and West Asia and North Africa. For more information about AVRDC - The World Vegetable Center, please visit our website: [www.avrdc.org](http://www.avrdc.org).

The Center seeks a **vehicle driver** to support the team activities in Liberia, for the project “Deploying Vegetable Seed Kits to tackle Malnutrition”, funded by USAID. The incumbent will provide driving and logistical support to enhance AVRDC team deliverables.

This project aims to contribute in reducing malnutrition, among vulnerable people, especially children and women, in Liberia through diet diversification, and by promoting the production and consumption of vegetables as affordable sources of essential vitamins and micronutrients. This will be achieved through the accelerated production and deployment of diet-enhancing quality vegetable seed kits for home garden production in the country.

Hence, the project will improve vegetable varieties and seed supply systems, enhance crop management practices and develop postharvest handling and processing options, as well as improve vegetable consumption practices across two counties: Bong and Nimba.

**The position will report to the National Coordinator and be located in Monrovia. The position is open to Liberian nationals, and citizen from West and Central African countries legally authorized to work in Liberia.**

#### **Job description**

- Ensures **provision of reliable and secure driving services** by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport.
- Ensures **cost-savings through proper use of vehicle** as well as accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensures **proper day-to-day maintenance of the assigned vehicle** through timely repairs, changes of oil, check of tires, brakes, car washing, etc.
- Ensures **availability of all the required documents/supplies** including vehicle insurance, vehicle logs, office directory, and map of the city/country, first aid kit, and necessary spare parts.
- Ensures that **all immediate actions** required by rules and regulations **are taken in case of involvement in accidents.**

## **Messenger Function**

- Ensures prompt and accurate delivery of mails to AVRDC, MoA, CARI, USAID and others partners organizations operating from Monrovia. Delivers documents to the courier companies and other locations as required.
- Takes care of office documents for protocol clearance with AVRDC country office, the Ministry of Agriculture, other government agencies and international organizations operating in Liberia. Also collects all documents destined for AVRDC from the aforementioned offices.
- Assists on clerical work in the office when not performing messenger and driving functions. Specifically, she/he binds documents destined to partners, and ensures that documents for filing are well arranged for easy tracking by the administrative office.
- Expedite functions related to staff visa if necessary and customs formalities arrangement when required.
- Performs any other functions as determined by the supervisor.

## **Job requirement**

### Education

- Completion of High school Education preferably but not necessary
- Valid in country Driver's license

### Experience

- 5 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair. Previous work with IOs, NGOs and GIs will be an advantage;

### Language

- Fluency in English language is required.

### Competencies

- Diligence, attention to critical details, a keen sense of work priorities and resourcefulness in obtaining and researching important information;
- A keen sense of ethics and integrity in dealing with staff and partners;
- Meets time-lines for delivery of assignments and services;
- Results-based attitude;
- Demonstrated behavior of professional and personal ethics, transparency and openness;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Provides helpful feedback and advice to others in the office;
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair;
- Demonstrates excellent knowledge of protocol;
- Demonstrates excellent knowledge of security issues;

- Remains calm, in control and with good sense of humor under pressure; and
- Responds positively to critical feedback and differing points of views.

**Travel requirements:** This position entails up to 75% travel to the field in the project zones.

**Remuneration:** AVRDC provides a competitive pay and benefits commensurate with experience and in accordance with the national personnel employment scheme. Initial appointment will be for one year renewable subject to funding availability and person's performance. The position will be available on or before **January 04<sup>th</sup>, 2016**.

**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. Please send applications stating the job title by e-mail to: the Regional Director, AVRDC – West and Central Africa, B.P. 320 Bamako, Mali; e-mail: [avrdc mali.info@gmail.com](mailto:avrdc mali.info@gmail.com), **latest by November 30<sup>th</sup>, 2015**. Only shortlisted candidates will be contacted.

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The Center seeks a **Country Coordinator** to support the implementation activities in targeted hub in Liberia, for the project “Deploying Vegetable Seed Kits to tackle Malnutrition”, funded by USAID. The incumbent will be responsible for the overall coordination of activities including programmatic and financial supports to enhance AVRDC mission deliverables in two focus counties of Liberia, liaising with the Project Liaison Officer, Sites Supervisors, AVRDC scientists as well as National implementation partners.

This project aims to contribute in reducing malnutrition, among vulnerable people, especially children and women, in Liberia through diet diversification, and by promoting the production and consumption of vegetables as affordable sources of essential vitamins and micronutrients. This will be achieved through the accelerated production and deployment of diet-enhancing quality vegetable seed kits for home garden production in the country.

Hence, the project will improve vegetable varieties and seed supply systems, enhance crop management practices and develop postharvest handling and processing options, as well as improve vegetable consumption practices across two counties: Bong and Nimba. Through deployment of vegetable seed Kits with complementary training and technical backstopping across the entire value chain, over 2,000 target beneficiaries in Liberia are expected to improve their household nutrition, diversify their incomes and improve their lives.

**The position will report to the Project Liaison Officer in AVRDC Regional Office (West & Central) and be located in Monrovia. This post is open to Liberian nationals, and citizen from West & Central African countries legally authorized to work in Liberia.**

#### **Job description**

- Day-to-day coordination and oversight of demonstration trials, farmer training, seed distribution, surveys, administrative and logistical activities and to build strong relationships with local implementing partners; jointly responsible for implementing field activities and meeting program targets in Liberia.
- Plan and facilitate workshops, maintain project schedules, deliverables and evaluation activities, and prepare and submit in-country technical project reports, success stories for submission to the Liaison Officer.

- Support in providing information for development of monitoring and evaluation analytical tools, serve as lead field monitor when necessary and facilitate subsequent data collection aimed at documenting outcomes and impact of the program.
- Timely prepare and submit program activities and financial reports to Liaison Officer.
- Ensure good coordination of research delivery, transfer of technology and promote gender-based equality within the project as well as in its outcomes and impacts.
- Identify options for improving vegetable seed access to smallholders by building and strengthening partnerships with the public and private seed sector for impact at the household level.
- Support in organizing and conducting demand creation, outreach and promotional activities, such as seed fairs and community field days to promote the development and adoption of improved vegetable-based practices.
- Work closely with country Site Supervisors for Bong and Nimba counties, the Liaison Officer to harmonize project activities, share lessons learnt and represent AVRDC on in- country project-related issues.
- Perform other duties as may be assigned by the Project Liaison Officer or AVRDC appointed representative.

### **Job requirement**

#### Education

- Minimum of M.Sc. in social or agricultural fields or related discipline.

#### Experience

- 5 years' work experience in project management in food (nutrition) and agriculture.

#### Language

- Fluency in English language is required.

#### Core-Competencies

- Good agro-economic background with focus on horticultural value-chains is a plus.
- Extensive knowledge of, and work experience with IOs, NGOs, GIs and indigenous people.
- Possess the ability to oversee development/implementation of work plans, reports and presentations; ability to write clear and concise technical documents; strong organizational and networking skills.
- Past exposure and experience with national partners is a plus.
- Capacity for strong teamwork, partnership building and project management skills as well as supervisory and mentoring skills.
- Proven skills to work independent for most periods of time.
- Proven interpersonal skills and ability to interact with public, private and civil society leaders and groups on data collection and surveying for project monitoring is an advantage. Excellent computer skills in Microsoft Office applications (Word, Excel, PowerPoint). Flexibility to travel extensively within the two focus project counties of Liberia.

- Diligence, attention to critical details, a keen sense of work priorities and resourcefulness in obtaining and researching important information;
- A keen sense of ethics and integrity in dealing with staff and partners;
- Meets time-lines for delivery of assignments and services;
- Results-based attitude, as well as excellent organization skills are a MUST;
- Demonstrated behavior of professional and personal ethics, transparency and openness;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Provides helpful feedback and advice to others in the office;
- Responds positively to critical feedback and differing points of views.

**Travel requirements:** This position entails up to 75% travel to the field in the project zones.

**Remuneration:** AVRDC provides a competitive pay and benefits commensurate with experience and in accordance with the national personnel employment scheme. Initial appointment will be for one year renewable subject to funding availability and person's performance. The position will be available on or before **January 04<sup>th</sup>, 2016**.

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The Center seeks **an Administrative Assistant** to support the implementation phase of the project “Deploying Vegetable Seed Kits to tackle Malnutrition”, funded by USAID. The incumbent will be responsible for assisting the Country Coordinator in office general administrative and financial support to leverage AVRDC mission deliverables in Liberia.

This project aims to contribute in reducing malnutrition, among vulnerable people, especially children and women, in Liberia through diet diversification, and by promoting the production and consumption of vegetables as affordable sources of essential vitamins and micronutrients. This will be achieved through the accelerated production and deployment of diet-enhancing quality vegetable seed kits for home garden production in the country.

Hence, the project will improve vegetable varieties and seed supply systems, enhance crop management practices and develop postharvest handling and processing options, as well as improve vegetable consumption practices across two counties: Bong and Nimba. Through deployment of vegetable seed Kits with complementary training and technical backstopping across the entire value chain, over 2,000 target beneficiaries in Liberia are expected to improve their household nutrition, diversify their incomes and improve their lives.

**The position will report to the Country Coordinator in Monrovia. This post is open to Liberian nationals, and citizen from West and Central African countries legally authorized to work in Liberia.**

#### **Job description**

#### **Financial Support**

- Processing advances and claims for payment and maintain the cash advance register for follow up on the reimbursements;
- Prepare all payments and disbursements, manage the petty cash and maintain accurate records of transactions;
- Monitor Liberia office’s quarterly budgets to ensure that financial transactions are done in accordance with AVRDC’s financial rules and regulations including donor’s procedures;
- Ensure timely and effective submission of financial reports to AVRDC Regional Office -West & Central Africa;

- Preparation of the reconciliation statement of all Liberia's office bank account;

#### Logistical Support

- Management of files and other records in AVRDC Liberia office;
- Provide general clerical support, including receiving screening and directing in-coming calls, mail and visitors;
- Assist with administrative correspondence and logistics for seminars, workshops, training courses and other meeting;
- Assist with travel arrangements (tickets, visa, hotel booking, etc.) for center staff or visiting collaborators and maintain a weekly travel roster;
- Collection and processing for DSA.
- Arrangement of vehicle transportation, regular vehicle maintenance check and insurance.
- Checking and recording of vehicle daily log and gas consumption, update and maintenance of vehicle history report.
- Assist with purchasing and management of assets and office supplies, notably ensure regular maintenance and appropriate use all assets and equipment's;
- Ensure compliance of operations with the internal procedures of the AVRDC.

#### Administrative

- Full compliance of administrative activities with AVRDC rules, regulations, policies and strategies;
- Provision of inputs to preparation of administrative team results-oriented work- plans;
- Support to organization of procurement processes including preparation of RFQs, receipt of quotations, bids or proposals, their preliminary evaluation, preparation of purchasing orders.
- Custodian for management of office stationery supplies including maintenance of stock, list of stationery, distribution of stationery as required by staff and keeping a log of distribution;
- Maintenance of the filing system ensuring safekeeping of confidential materials;
- Extraction of data from various sources;
- Research and retrieval of statistical data from internal and external sources; preparation of statistical charts, tables and reports;
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to Country Coordinator and/or Liaison Officer;
- Assistance in the preparation of budget, provision of information for audit.

#### Job requirement

##### Education

- Minimum of some university courses or vocational training in administration, finance or accounting or related discipline.

##### Experience

- 5 years' work experience in project management setting within an International Organization preferably.



## Language

- Fluency in English language is required.

## Core-Competencies

- Demonstrating/safeguarding ethics and integrity ;
- Self-development, initiative-taking ;
- Acting as a team player and facilitating team work;
- Encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control ;
- Learning and sharing knowledge and encourage the learning of others;
- Proven interpersonal skills and ability to interact with public, private and civil society and groups in support of data collection and surveying for project monitoring is an advantage. Excellent computer skills in Microsoft Office applications (Word, Excel, PowerPoint). Flexibility to travel extensively within the two focus project counties of Liberia (Bong and Nimba).

**Travel requirements:** This position entails up to 40% travel to the field in the project zones.

**Remuneration:** AVRDC provides a competitive pay and benefits commensurate with experience and in accordance with the national personnel employment scheme. Initial appointment will be for one year renewable subject to funding availability and person's performance. The position will be available on or before **January 04<sup>th</sup>, 2016**.

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The Center seeks a **Site Supervisor** to support in the implementation phase of the project, “Deploying Vegetable Seed Kits to tackle Malnutrition”, funded by USAID. The incumbent will be responsible for backing-up the Country Coordinator in the coordination of activities including programmatic and financial supports to enhance AVRDC mission deliverables in Bong county, liaising with the Project Liaison Officer, other site supervisor, AVRDC scientists as well as National implementation partners.

This project aims to contribute in reducing malnutrition, among vulnerable people, especially children and women, in Liberia through diet diversification, and by promoting the production and consumption of vegetables as affordable sources of essential vitamins and micronutrients. This will be achieved through the accelerated production and deployment of diet-enhancing quality vegetable seed kits for home garden production in the country.

Hence, the project will improve vegetable varieties and seed supply systems, enhance crop management practices and develop postharvest handling and processing options, as well as improve vegetable consumption practices across two counties: Bong and Nimba. Through deployment of vegetable seed Kits with complementary training and technical backstopping across the entire value chain, over 2,000 target beneficiaries in Liberia are expected to improve their household nutrition, diversify their incomes and improve their lives.

**The position will report to the Country Coordinator based in Monrovia. This post is open to Liberian nationals, and citizen from West & Central African countries legally authorized to work in Liberia.**

#### **Job description**

- Assist in day-to-day coordination and oversight of demonstration trials, farmer training, seed distribution, surveys, administrative and logistical activities and to build strong relationships with local implementing partners; jointly responsible for implementing field activities and meeting program targets in Liberia.
- Support in workshops, maintain project schedules, deliverables and evaluation activities, and prepare and submit project reports, success stories for submission to the Country Coordinator.
- Support in providing information for development of monitoring and evaluation analytical tools.

- Facilitate data collection aimed at documenting outcomes and impact of the program.
- Timely prepare and submit program activities and financial reports to Country Coordinator.
- Ensure good coordination of research delivery, transfer of technology and promote gender-based equality within the project as well as in its outcomes and impacts.
- Assist in improving vegetable seed access to smallholders by building and strengthening local partnerships with the public and private seed sector for impact at the household level.
- Support in organizing and conducting demand creation, outreach and promotional activities, such as seed fairs and community field days to promote the development and adoption of improved vegetable-based practices.
- Work closely with country Site Supervisor in Nimba County, the Country Coordinator and the Liaison Officer to harmonize project activities, share lessons learnt and represent AVRDC in local fora in project-related issues.
- Perform other duties as may be assigned by the Country Coordinator, the Project Liaison Officer or designed AVRDC representative.

### **Job requirement**

#### Education

- Minimum of Bachelors of .Sc. in social or agricultural fields or related discipline.

#### Experience

- 3 years' work experience in project management in food (nutrition) and/or agriculture.
- Knowledge in fields vegetable Production

#### Language

- Fluency in English language is required.

#### Core-Competencies

- Extensive knowledge of, and work experience with indigenous people.
- Possess the ability to understand development/implementation of work plans, reports and presentations; ability to write clear and concise technical documents; strong organizational and networking skills.
- Past exposure and experience with national partners is a plus.
- Capacity for strong teamwork, partnership building and mentoring skills.
- Proven skills to work independent for most periods of time.
- Proven interpersonal skills and ability to interact with public, private and civil society leaders and groups on data collection and surveying for project monitoring is an advantage. Excellent computer skills in Microsoft Office applications (Word, Excel, PowerPoint). Flexibility to travel extensively within the focus project area in Bong County.
- Diligence, attention to critical details, a keen sense of work priorities and resourcefulness in obtaining and researching important information;
- A keen sense of ethics and integrity in dealing with local constituents and partners;
- Meets time-lines for delivery of assignments and services;
- Results-based attitude, as well as excellent organization skills are a MUST;
- Demonstrated behavior of professional and personal ethics, transparency and openness;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Provides helpful feedback and advice to others in the office;

- Responds positively to critical feedback and differing points of views.

**Travel requirements:** This position entails up to 50 % travel to the field in the project zone.

**Remuneration:** AVRDC provides a competitive pay and benefits commensurate with experience and in accordance with the national personnel employment scheme. Initial appointment will be for one year renewable subject to funding availability and person's performance. The position will be available on or before **January 04<sup>th</sup>, 2016**.

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The Center seeks a **Site Supervisor** to support in the implementation phase of the project, “Deploying Vegetable Seed Kits to tackle Malnutrition”, funded by USAID. The incumbent will be responsible for backing-up the Country Coordinator in the overall coordination of activities including programmatic and financial supports to enhance AVRDC mission deliverables in Nimba county focus in Liberia, liaising with the Project Liaison Officer, other site supervisor, AVRDC scientists as well as National implementation partners.

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#### **Job description**

- Assist in day-to-day coordination and oversight of demonstration trials, farmer training, seed distribution, surveys, administrative and logistical activities and to build strong relationships with local implementing partners; jointly responsible for implementing field activities and meeting program targets in Liberia.
- Support in workshops, maintain project schedules, deliverables and evaluation activities, and prepare and submit in-country technical project reports, success stories for submission to the Country Coordinator.

- Support in providing information for development of monitoring and evaluation analytical tools.
- Facilitate data collection aimed at documenting outcomes and impact of the program.
- Timely prepare and submit program activities and financial reports to Country Coordinator.
- Ensure good coordination of research delivery, transfer of technology and promote gender-based equality within the project as well as in its outcomes and impacts.
- Assist in improving vegetable seed access to smallholders by building and strengthening local partnerships with the public and private seed sector for impact at the household level.
- Support in organizing and conducting demand creation, outreach and promotional activities, such as seed fairs and community field days to promote the development and adoption of improved vegetable-based practices.
- Work closely with country Site Supervisor in Bong County, the Country Coordinator and the Liaison Officer to harmonize project activities, share lessons learnt and represent AVRDC in local fora in project-related issues.
- Perform other duties as may be assigned by the Country Coordinator, the Project Liaison Officer or designed AVRDC representative.

### **Job requirement**

#### Education

- Minimum of Bachelors of .Sc. in social or agricultural fields or related discipline.

#### Experience

- 3 years' work experience in project management in food (nutrition) and/or agriculture.
- Knowledge in fields vegetable Production

#### Language

- Fluency in English language is required.

#### Core-Competencies

- Extensive knowledge of, and work experience with indigenous people.
- Possess the ability to understand development/implementation of work plans, reports and presentations; ability to write clear and concise technical documents; strong organizational and networking skills.
- Past exposure and experience with national partners is a plus.
- Capacity for strong teamwork, partnership building and mentoring skills.
- Proven skills to work independent for most periods of time.
- Proven interpersonal skills and ability to interact with public, private and civil society leaders and groups on data collection and surveying for project monitoring is an advantage. Excellent computer skills in Microsoft Office applications (Word, Excel, PowerPoint). Flexibility to travel extensively within the focus project area in Nimba County.
- Diligence, attention to critical details, a keen sense of work priorities and resourcefulness in obtaining and researching important information;
- A keen sense of ethics and integrity in dealing with local constituents and partners;
- Meets time-lines for delivery of assignments and services;

- Results-based attitude, as well as excellent organization skills are a MUST;
- Demonstrated behavior of professional and personal ethics, transparency and openness;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Provides helpful feedback and advice to others in the office;
- Responds positively to critical feedback and differing points of views.

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