

POSITION ANNOUNCEMENT
Food & Dormitory Services
Manager

AVRDC – The World Vegetable Center is a nonprofit, autonomous international agricultural research center with headquarters in Taiwan and regional offices around the globe. AVRDC conducts research and development programs that contribute to improved incomes and diets in the developing world. The Center is seeking a pleasant, cheerful, and dynamic Food and Dormitory Services Manager to be based at AVRDC Headquarters, Shanhua, Tainan, Taiwan.

Key Responsibilities

The candidate will be in charge of the overall management and administration of the Center's cafeteria, dormitory, guest houses and training hostel. In particular, s/he will

1. Oversee the day-to-day requirement and operation of the Food and Dormitory Services Unit in a cost efficient manner
2. Manage and supervise the cafeteria and in-house catering to an international standard in terms of cuisine, cleanliness and health requirements of staff, trainees and guests
3. Operate and manage the dormitory, guest houses, mini-suite residences, and training hostel ensuring high level of cleanliness, occupant's/guest's comfort and safety, and quality service
4. Plan and supervise party arrangements for special occasions and for VIP visits
5. Oversee the preparation of welcome kits for newly arrived IRS and visiting scientists
6. Plan and direct the logistical arrangements in board and lodging of Board members, visiting scientists, training scholars, interns and visitors
7. Submit monthly financial reports and inventories

Qualifications

- Bachelor's degree in hotel and restaurant management or equivalent
- Two to three years experience in managing hotel or restaurant business
- Knowledge and skill in preparing international cuisine
- Fluency in written and spoken English, knowledge of Taiwanese dialect is desirable
- Excellent interpersonal, problem solving and business skills
- Ability to work in a multi-cultural environment, and
- Applicants who are residents or citizens of Taiwan are preferred.

Terms of Appointment: The initial appointment is for one year with possibility of annual re-appointments. Salary and perquisites are commensurate with qualifications and experience.

Application: Submit a letter of application in English, Curriculum Vitae, with names, and contact addresses (phone number and e-mail) of three referees. Send to: Ms Lilia Tan-Habacon, Human Resources Manager, AVRDC - The World Vegetable Center, P.O. Box 42, Shanhua, Tainan 74199, Taiwan; e-mail: lilia.tanhabacon@netra.avrdc.org.tw.

Closing Date: The closing date for application is 20 February 2008 or until the position is filled. Only shortlisted applicants will be notified.