



ASIA-PACIFIC ASSOCIATION OF AGRICULTURAL RESEARCH INSTITUTIONS (APAARI)

**VACANCY ANNOUNCEMENT REF: APAARI – EA 2008-1
DEADLINE FOR APPLICATION: 20 February 2008**

Background

The Asia-Pacific Association of Agricultural Research Institutions (APAARI) was established in December 1990 with the aim to promote the development of National Agricultural Research Systems (NARS) in the Asia-Pacific region through intra-regional and inter-institutional cooperation. APAARI is an important regional forum whose policies, plans, strategies and programmes focus on resolving regional concerns on food security, poverty and agricultural sustainability.

The overall objectives of the Association are to foster the development of agricultural research in the Asia-Pacific region so as to: promote the exchange of scientific and technical information, encourage collaborative research, promote human resource development, build-up organizational and management capabilities of member institutions and strengthen cross-linkages and networking among diverse stakeholders. To meet these needs, the Association: i) convenes General Assembly once in two years, holds regular Executive Committee meetings yearly and organizes consultations, workshops, trainings etc., ii) collects, collates and disseminates research findings, iii) maintains links with other fora in the region and outside through meetings/participation and information exchange, and iv) promotes need based collaboration in research projects among member institutions, analyzing priorities and focusing on regional agricultural development.

Presently, 20 NARS are members of APAARI and several CGIAR Centres, other international and regional organizations are its associate members. APAARI Secretariat is located in the premises of FAO Regional Office for Asia and the Pacific, Bangkok, Thailand. APAARI operations are also conducted from New Delhi, India wherefrom one of its main program, Asia-Pacific Consortium on Agricultural Biotechnology (APCoAB) operates. More information about APAARI and APCoAB is available at <http://www.apaari.org> and <http://www.apcoab.org>

Position Title: Executive Assistant, Information and Communication Technology (ICT)

APAARI is seeking for a well-qualified and experienced person for the position of Manager, ICT with the Terms of Reference as follows:

Duties and Responsibilities:

Under the overall supervision of the Executive Secretary, APAARI, the incumbent will be functioning at the APAARI, New Delhi, India office and will have the following responsibilities:

- Organize and maintain APAARI and APCoAB websites with regular updating of information.
- To promote ICT activities-information dissemination and management through its Network APARIS – an agricultural research information system for the Asia-Pacific.
- Assist in organizing Expert Consultations, Executive Committee and General Assembly meetings, and participate as necessary.
- Prepare scientific/technical reports and the Agenda as well as background papers for the meetings/workshops.
- Bring out timely publications – proceedings, thematic reports, APAARI Newsletter, success stories, special publications, brochures, and keep liaison with diverse stakeholders to disseminate and get the material needed for such publications.
- Collate/establish database on research institutions, research programs and human resources of National Agriculture Research System (NARS) in the Asia-Pacific region.

Qualifications and Experience

- University Degree with B.E./B.Tech. in Computers/Information Technology or Master of Computer Application.
- Good skills and experience in ICT, preferably related to agricultural research and development.
- Experience of editing and publishing scientific documents.
- Excellent communication skill (both oral and written) in English.

Salary and Benefits

APAARI will offer appropriate consolidated salary in Indian rupees (including house rent and medical insurance). Salary will be negotiable based on experience and capability.

Terms and Conditions

This is a tenurial position to begin with for one year effective 15th February 2008, extendable for another term based on successful completion of probation and good performance.

Duty Station

APAARI office in New Delhi.

Applications

The vacancy announcement is being placed at APAARI and APCoAB Homepages: <http://www.apaari.org>; <http://www.apcoab.org> and it is being circulated widely to member NARS and other relevant organizations, to get a well-experienced candidate. All interested persons should send the applications along with their CV with names of two referees/contacts by 20 February 2008 at the following address:

The Executive Secretary, APAARI,
C/o Coordinator, Asia-Pacific Consortium on Agricultural Biotechnology,
ICRISAT office,
National Agriculture Science Complex,
Dev Prakash Shastri Marg (Near Todapur),
New Delhi -110012, INDIA
Tel: 91-11-32472305
Fax: 91-11-25841294
Email: raj.paroda@apaari.org; j.karihaloo@cgiar.org