

檔 號	年度號/分類號	保存 年限
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# 亞蔬-世界蔬菜中心

【函】

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受文者：如正本行文單位

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主旨：檢送本中心徵聘副主任辦公室新聞傳播助理之徵才啟事一則，敬請惠予公告，請查照。

正本：國立臺灣大學新聞研究所、國立臺灣大學國際學院、國立臺灣大學生物資源暨農學院、國立臺灣大學生物產業傳播暨發展學系、國立臺灣大學生命科學院、國立臺灣師範大學圖文傳播學系、國立臺灣藝術大學圖文傳播藝術學系、國立政治大學傳播學院、國立中正大學傳播學系、國立陽明交通大學傳播與科技學系、國立清華大學生命科學院、國立中央大學醫理學院、國立中興大學農資學院、國立中興大學創新產業暨國際學院、國立中興大學生命科學院、國立嘉義大學農學院、國立嘉義大學生命科學院、國立成功大學生命科學與科技學院、國立中山大學生命科學院、國立屏東科技大學農學院、國立屏東科技大學國際學院、國立東華大學民族語言與傳播學系、國立宜蘭大學生物資源學院、國立海洋大學生命科學院、中國文化大學大眾傳播學系、中國文化大學農學院、世新大學圖文傳播暨數位出版學系、世新大學傳播管理學系、世新大學口語傳播暨社群媒體學系、淡江大學大眾傳播學系、銘傳大學新聞與大眾傳播學士學位學程、銘傳大學新媒體暨傳播管理學系、東海大學農學院、靜宜大學大眾傳播學系、義守大學國際傳媒與娛樂管理學系、義守大學大眾傳播學系、慈濟大學傳播學系、長榮大學大眾傳播學系、佛光大學傳播學系數位媒體組、玄奘大學大眾傳播學系、大葉大學傳播藝術學士學位學程、中央研究院農業生物科技研究中心、中央研究院植物暨微生物學研究所、中央研究院分子生物研究所

副本：本中心副主任辦公室（不含附件）

亞蔬-世界蔬菜中心



**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](http://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](mailto:jobapply@worldveg.org) or the job bank site before **15 March 2023**. Please mention the position title in the subject line.