



POSITION: APSA EXECUTIVE DIRECTOR

The Asia and Pacific Seed Association (APSA) is a non-political provident association of enterprises and organisations in countries worldwide—with focus on the Asia-Pacific region—that are involved in seeds and seed-related activities and concerned with the increased production and trade of quality seeds. It is managed by an elected Executive Committee with the President as Chairman.

The Association seeks an Executive Director to support its Secretariat in Bangkok, Thailand.

Duties and Responsibilities

Under the direct supervision of APSA Office Bearers and the guidance of the Executive Committee, APSA Executive Director will actively lead in the planning and implementation of the program of activities of APSA. He/She will be in charge of:

- a. Day-to-day administration and financial management of APSA Secretariat based in Bangkok, Thailand
- b. Implementing the organisation of meetings, workshops and conferences, study tours and training programs
- c. Supervision of the publication of reading materials and/or manuals on seed-related information in the region, including collection and compilation of statistics in the database about the seed industry
- d. Liaising and organizing the preparation of proposals for collaborative activities with other regional and international bodies and enterprises concerned with seeds
- e. Ensuring that the Secretariat provides support to all members of the Association
- f. Coordinating research and development activities with other APSA staff and personnel and supervising their effective implementation
- g. Carry out other decisions made by Executive Committee/Office Bearers.

Qualifications and Experience:

- * A doctorate degree in agriculture and related-fields with not less than ten (10) years relevant managerial experience in the seed or international agriculture sector if university degree is not in agriculture and related fields (Essential)
- * Five years progressively responsible experience in seed and seed-related enterprises or organisations in the Asia Pacific region involved in R&D, trade and/or industry development and promotion (Essential).
- * Familiarity with seeds and seed-related issues concerning biodiversity, sustainable agriculture, biotechnology, plant pathology and IPR.
- * Fluent in English and preferably other local languages in the region.
- * Ability to relate and work harmoniously and effectively with executives of various nationalities both in the public and private sector.
- * Computer-literate and has the ability to effectively use Word, Excel, PowerPoint and office technology equipment.

Remuneration: Negotiable

Commencement of Employment: July 2009

- Send detailed Curriculum Vitae, ensuring the following personal details: family name and first name(s), date of birth, citizenship at birth, present citizenship, marital status, list of dependents, present place and country of residence, mailing address, telephone numbers; University degrees obtained indicating subjects of specialization, year of award and name and location of academic institution; experience starting with most recent position, name and address of employer (please include contact phone details of former employers), dates of employment, concise description of work carried out.
- A one-page written essay how you may contribute to the achievement of the goals and mission of APSA will be helpful.
- Attachments to application: a passport-size photograph

Please send application including Curriculum Vitae to:

DR. JAI SINGH

President

The Asia and Pacific Seed Association (APSA)

P.O. Box 1030 (Kasetsart)

Bangkok 10903

Thailand

Tel : +66 2 940-5464

Fax: +66 2 940-5467

Or send an email to: jsingh@sakata.co.in

Deadline for submission of application is 15 June 2009.

APSA is committed to providing and supporting equal employment opportunities to all employees and applicants, regardless of race, color, religion, sex, national origin, age or disability.