

Recruitments Status as on 31 October, 2017

Staff	Designation	Date of Joining	Tenure (up to)	Remarks
Dr Ravi Khetarpal	Executive Secretary	Aug, 2017	July 2019 (?)	-
Dr Rishi Tyagi	APCoAB Coordinator	Aug.2017	July 2020	-
Dr Norah Omot	ASTI Coordinator	(To join in Nov, 2017)	October 2019	-
Mr Fai Collins Dzernyuy	KM Coordinator	(Selected but Appointment letter to be issued)	-	Likely to join in end December
	<i>Outreach and Partnership Coordinator</i>	-	-	<i>Post approved but can be deferred for sometime</i>
	Finance, Admin and Membership Coordinator	-	-	Needed as soon as possible
	Technical Officer - APCoAB	-	-	Needed for strengthening APCoAB
	M & E Consultant	-	-	Needed to meet APAARI's mission. ACIAR has provided a list of potential candidates,

Recruitments to be Made - a Proposal

1. Finance, Admin and Membership Coordinator

As given in above table the post of an Outreach and Partnership Coordinator was approved by EC in 2016, the post was advertised in early 2017 and applications also received.

The applications received do not have candidates with outright experience in Outreach and Partnership. Therefore, the post has to be re-advertised or look at other more immediate priority.

It is, however, felt that there is a more immediate need of someone with Finance, Administration and Partnership skills, who should be a relatively senior person at mid-career level who can oversee the activities of Financial Management in the light of financial reforms that are being brought in the system and who has also the skills of international project and/or partnership management that can help in streamlining and strategizing the membership drive.

Hence the post of a **Finance, Admin and Membership Coordinator (Coordinator-FAM)** is being proposed at P-1 to P-2 level approximately to stream line the financial management and to augment the revenue of APAARI by a dedicated and innovative Membership

There is enough budget provision for the same. It is expected that such a person must have the following essential skills/qualifications. The expected requirement of the post will be :

- Establish and maintain effective and efficient financial systems to facilitate statutory compliances, management and financial accounting, project accounting, internal control and information to stakeholders. Improvise financial processes to align with organizational needs. Draft financial policies and procedures. Manage the finance function independently. Experience in statutory incorporation and compliances of international institutions.
- Lead the finance team and coordinate daily operations. Review and validate all financial transactions for appropriate coding, reasonableness, accuracy and compliance with contracts, accounting standards, policies, statutes, guidelines. Oversee payroll and timely completion of month-end process. Finalize accounts and prepare annual financial statements. Provide overall quality control on financial information, ensure comprehensive documentation and archiving of all financial records. Facilitate capacity building of in-house finance staff.
- Operate as the lead contact for all financial, administrative and allied matters. Liaising with bank, statutory authorities, auditors, donors/members, other stakeholders as required. Facilitate audit of accounts. Coordinate responses to audit reports and timely closeout of audit recommendations.
- Prepare annual financial budget and plans in consultation with department Co-ordinators and Executive Secretary. Prepare budget phasing for monitoring and budgetary control. Reforecast and re appropriate financial budget semiannually. Collaborate with project team in preparing project budgets.
- Submit monthly management accounts with analytical commentary to global and local management teams. Analyze and interpret financial statements for management appraisal and insight. Provide information and analysis to aid in decision making and control. Disseminate reports, financial analysis with interpretation for project managers. Furnish periodic project financial reports to donors. Convene and lead in all finance and project team meeting.
- Plan and undertake a series of awareness activities among APAARI members, agri-food research and innovation systems (AFRIS), partners and stakeholders in the area of importance/scope of strengthening AFRIS for the development of agri-food systems and for them to encourage to commit and participate in collective actions and partnership efforts.
- Scope and map primary stakeholders (such as NARIs, NAROs, policy bodies, global fora, higher education, CG Centres, AIRCA, CSOs, farmer, women and youth organizations)

to enable better targeting and stronger engagement in collective actions in terms of sharing of benefits, efforts and resources.

In brief the post requires someone who can serve as a key contact on administrative and financial matters for the project teams, external collaborators and donors.

2. Technical Officer - APCoAB

The proposed strengthening APCoAB as one of the major arms of APAARI would involve a support of a manpower to the APCoAB Coordinator for carrying out work as envisaged in the work plan. This would permit the Coordinator to aggressively undertake networking, fund mobilization, strategizing and undertaking the increasing activities for the benefit of the members and the region. The proposed terms of reference for such a technical staff will involve:

- Assistance to the Coordinator, APCoAB in identifying and executing the defined activities under APCoAB and in developing power point presentations.
- Assistance in organizing the Steering Committee meetings of ApCoAB.
- Providing technical and logistical support to the Coordinator, APCoAB, for event organization e.g. high level dialogues, meetings, symposia, workshop and expert consultations.
- Preparing, sending out and following up on invitations.
- Maintaining the list of participants and participants' confirmations.
- Formatting and disseminating pre- and post-event communication material to participants.
- Assisting with media involvement.
- Consolidating event papers and presentations.
- Assisting with preparation of event evaluation.
- Maintaining accurate and organized files for events.
- Categorizing and organizing various document on the website e.g. reports and publications with help of APAARI IT staff.
- Updating and management of the content of news-worthy items, stories, events to promote agricultural biotechnology to wider audience in Asia-Pacific region with the help and guidance of APAARI IT staff in a timely and accurate manner.
- Maintaining APCoAB's online presence through social platforms, including monitoring, engaging and sharing information through all forms of APCoAB Social Media tools such as Facebook, Twitter, Blog and others, to better support APCoAB 's communication and advocacy efforts.

In brief, the recruitment of the Technical Officer would greatly contribute in boosting up the APAARI – APCoAB activities.