

## **Job Announcement - Program coordinator**

### **Program for Field Studies in Tropical Asia**

Xishuangbanna Tropical Botanical Garden (Chinese Academy of Science) is seeking a dedicated individual to support training initiatives for young scientists in the tropical Asia-Pacific region. *The Program for Field Studies in Tropical Asia* ([www.pfs-tropasia.org](http://www.pfs-tropasia.org)) runs workshops and fieldcourses targetted at graduate-entry level students, whose research focuses on the biology and conservation of the tropical Asia-Pacific region.

### Responsibilities

The Program Coordinator will;

- provide secretarial support for the Scientific Coordinator
- manage email lists for the program and individual courses
- communicate with sponsors, hosts, and resource staff over logistic arrangements, etc
- manage an online applications procedure
- provide assistance in running courses
- provide assistance in the production of reports
- provide day-to-day management of the program website

The Program Coordinator will report to the Scientific Coordinator. The position will involve opportunities for international travel. The position would be full-time for four years and based in the new research facilities at the XTGB. XTGB is rapidly expanding its international faculty, particularly its conservation activities, and will focus on developing strong collaborations with Southeast Asian countries over the next five years. Please visit our website at <<http://en.xtbg.ac.cn>>.

### Qualifications

Candidates should be proficient in Chinese and English, both written and spoken. Experience with web-page development and administration is an advantage.