

## **Working with us**

The Agricultural and Food Marketing Association for Asia and the Pacific (AFMA) is seeking for an Executive Director to run the regional platform on agricultural marketing policy and to manage its secretariat office in Bangkok.

AFMA is a regional autonomous body established more than 30 years under supporting of several agricultural marketing agencies in Asia. The association has been through many changes, currently, it represents 11 government agencies in Asia and 7 professionals in marketing and trade. It has been involving with various topics ranging from contract farming, supply chain analysis, food security to consumer preferences. Works that AFMA is carrying are not specific to any crop but mostly involve with grains and fresh produces.

The Executive Director will be the key contact person of AFMA to others in the region. He/she shall represents the association on advocacy role in the regional and international gathering. All posts in AFMA are one year renewable contract.

## **EXECUTIVE DIRECTOR**

### **Responsibilities**

- To create activity and generate part of an income of the Association
- To lead and manage the operation of the Secretariat and make decision on almost all businesses of the Association
- Authorize and monitor the budget use of the projects and of the secretariat office
- Organize annual meetings and arrange financial reports
- To review and update technical content on the website, email news release and produce a newsletter of the Association
- To maintain and build up a good relationship with members and international partners
- Make sure that all the contacts and documentation are organized and easy to access

### **Qualifications**

- A minimum Bachelor Degree in Business management, Agricultural marketing, Economic, Agricultural or Food Science or any related degree.
- Fluent in English and have a good sense of communication
- Few year experiences in business management is preferred but not necessary
- Be able to travel to upcountry or aboard for a short period
- Proactive, professional, creative and organized
- Risk taker and has a very open mind

**Benefits**

- Salary US1500-2000 per month depended on experience, plus commission
- Health insurance and training
- 30 days annual leave

**IMPORTANT DATES**

17 July 2015: Closing application

\*Please note that only shortlisted candidate will be contacted by phone.

Interested candidates are invited to send the letter of application and CV to AFMA Secretariat at [info@afmaasia.org](mailto:info@afmaasia.org). before 17 July 2015 (24.00 hrs., Bangkok time).

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