

Humana People to People China

互 满 爱 人 与 人 中 国

Job title: 1 Partnership Officer
职位名称: 1 名合作伙伴关系官员

Location 工作地点: Kunming
Department 所属部门: 合作发展部

Basic salary range 基本工资范围: RMB 6,000 - 12,000 (depending on qualification and experience)
人民币 6000-12000 (依据个人能力及经验)

Application deadline 申请截止日期: 2017 December 31
2017 年 12 月 31 日

Humana People to People China (HPPC) – www.hppchina.org.cn - works to create better development opportunities for disadvantaged people through solidary actions, standing shoulder-to-shoulder with those in need, striving for a better tomorrow.

互满爱人与中国– www.hppchina.org.cn, 致力于通过与弱势群体团结合作为他们创造更好的发展机会, 与有需求的人群并肩努力奋斗追求更美好的明天。

HELP POOR RURAL CHILDREN IN WEST CHINA TO GET ACCESS TO PRESCHOOL EDUCATION!

ASSIST FARMERS TO FIGHT THEIR WAY OUT OF POVERTY!

REDUCE GLOBAL WARMING AND INCREASE MITIGATION AND ADAPTATION!

CONTRIBUTE TO STOP HIV/AIDS IN RURAL AREAS!

帮助中国西部农村地区的贫困儿童获得学前教育!

帮助农民摆脱贫困!

减少全球变暖, 增强减缓和适应!

为农村地区的艾滋病防治工作做出贡献!

Position Summary: 职位概述

Prospect. Cultivate. Ask. 职位展望

The Partnership Officer will promote the existing work to mobilize social support for existing and future projects in the areas of village and community development, preschool education for vulnerable children, environmental protection, prevention and care of infectious diseases, and other poverty alleviation projects. The Partnership Officer will research possible partners, prepare meetings, assist in developing programs, and assist in negotiations with local partner organizations, government agencies, and donors.

该合作伙伴关系官员将积极动员社会支持, 以推动现有的在农村社区发展、为弱势儿童提供学前教育、环境保护、传染病预防及其他扶贫领域内开展的项目工作。

该伙伴关系官员将调查发掘潜在合作伙伴, 协助会议准备、项目开发, 及与当地伙伴组织、政府机构和捐助方进行谈判。

Specific Duties and Responsibilities: 具体职责和责任

- **Conduct the full range of activities required to perform research and identification of potential partners.**
完成对潜在合作伙伴进行研究和识别所需的全部工作
- **Promote and present rural development needs and HPP solutions to potential prospects**
向潜在合作伙伴介绍农村发展需求及 HPP 解决方案
- **Develop and cultivate relationships with potential and existing partners through participation in public events, networking in conferences and workshops, liaising through telephone and email, internet research, face to face meetings and reporting**
通过参与公共活动，在会议和研讨会上建立关系网，通过电话和电子邮件，网络研究，面对面谈话及报告的方式，与潜在合作伙伴建立合作关系并与维护好现有的合作伙伴关系
- **Prepare, design and write grant proposals to foundations, corporations and individuals.**
撰写资金申请书，提交基金会、公司及个人
- **Develop individual grant proposals tailored to each grant-making organization's preferences.**
依据每个捐赠机构的喜好制定个别资助计划
- **Schedule and coordinate a variety of external and internal meetings**
安排和协调各种外部和内部会议
- **Write business plans for tenders and call for proposals.**
为招标活动撰写项目计划书并主动寻找其他申请渠道提交项目建议书
- **Assist with and/or perform economic, policy, and technical research and analyses relating to agricultural development, rural economic development, early childhood education, vocational and job-preparedness training, prevention of and treatment for infectious diseases, and other relevant sectors.**
协助和/或执行与农业发展、农村经济发展、儿童早期教育、生计和职业培训、传染病预防和治疗等其他相关领域内的经济、政策及技术研究和分析
- **Provide development input for all written institutional materials (including annual report, agency brochure, and newsletter).**
为所有的书面材料(包括年度报告、机构简介和简报)提供发展建设性建议
- **Perform other relevant duties as assigned by supervisor.**
执行主管分配的其他相关职责

Skills and Knowledge Requirements: 技能和知识要求

- **A passion to change the world and lead in building a harmonious society.**
改变世界和引导建立和谐社会的热情
- **Experience in Early Childhood Development or rural development / climate smart agriculture preferred**
在儿童早期发展或农村发展/气候智能型农业等有相关经验的优先
- **An eloquent social mobilizer**
有口才的社会动员者
- **Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.**
较强的书面沟通技巧; 表达清晰有条理，提出建议有说服力
- **Knowledge of basic fundraising techniques and strategies.**
了解基本的筹款技巧和策略
- **Knowledge of fundraising information sources.**

了解筹款信息来源

- Experience with proposal writing preferred.
有撰写建议书经验者优先
- An understanding of HPP's mission and exposure to the rural development work or education projects or related social experience
对 HPP 的使命，农村发展工作/教育项目或相关社会经验有了解
- Ability to work independently as well as in a team in a small office environment.
能个人独立工作，也能在在办公室小团队中独立工作
- Knowledge and familiarity with research techniques and database handling.
熟悉调研方法和数据处理
- Ability to manage multiple tasks and prioritize tasks to meet project deadlines.
能够处理多个任务并能制定优先秩序以满足项目工作截止日期
- Ability to create budgets and implementation plans under supervision and direction
能够在监督和指导下制定预算和实施计划
- Attention to details.
注重细节

Minimum Qualifications:

基本要求:

1. Bachelor's degree and 5 years experience. Equivalent combination of education and experience acceptable.
具备本科及 5 年及以上工作经验，同等学历及同类工作经验亦可；
2. Experience of preparing and presenting project proposals to and/or negotiating with national, provincial, city, county and/or municipal government representatives is a strong advantage
具备陈述和提出过项目建议书给国家，省，市，县和/或市政府代表并/或与之商谈的经验是一个强大的优势；
3. Fluency in English and Chinese, with excellent oral and written skills as well as bilingual translation ability.
英语和汉语流利，具备优秀的口语及书面表达能力和翻译能力；
4. Must possess a high degree of proficiency with Microsoft Office including Word, Excel, Outlook and Powerpoint.
熟练使用各种常用的办公软件；
5. Strong interest in world affairs and clear commitment to the aims and values of HPP;
对全球性议题及国际事务感兴趣，认同互满爱的愿景和工作价值；
6. Strong organizational skills and marketing sense, independent, creative, team-layer and ability to work under pressure and drive to reach targets;
具备很强的组织能力和市场意识，能够独立地，有创新地，在团队层面和压力下开展工作并达到目标；
7. Experience with the public and/or non-profit sector desired.
具备在公共及/或非盈利部门工作经验为佳；

To apply: 如何申请

Please apply with a detailed CV, achievements and experiences, a writing sample in English and Chinese and letter of motivation, including expected salary and earliest availability in English and Chinese by e-mail to gongzuo@hppchina.org.cn

请提供详细简历，附曾取得的成绩及工作经验，一份英文和中文的写作样本及申请信，信中包括申请原因、期望的薪水和最早到岗日期，发送中英文邮件至 gongzuo@hppchina.org.cn。

In the subject field of your email message, please provide your last name and "job application Partnership Officer".

在您的邮件标题中注明，您的姓氏和“申请职位合作伙伴关系官员”。

Short-listed candidates will be contacted within 1-2 weeks. Applicants not invited for an interview within 4 weeks may consider their applications unsuccessful and their personal data will be destroyed.

我们将在将在 1-2 周内联系入围单候选人。申请人若在 4 周内未接到面试邀请，则代表本次申请不成功，申请人个人资料将被销毁。