



Humana People to People China

互 满 爱 人 与 人 中

国

Job title: 职位名称:	Proposal Writer 项目提案专员/项目申请专员
Location: 工作地点:	Beijing 北京
Reports to: 直属上级:	Partnership Director 合作伙伴关系主任
Basic salary range: 薪酬范围:	competitive remuneration offered 提供有竞争力的薪资
Application deadline: 截止日期:	30.06.2016 (Chinese Nationals preferred) 2016-6-30 (申请人为本国公民为佳)

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.

We work on Rural Development, Rural preschool education and Rural health programs in Yunnan, Chongqing and Sichuan.

We have 200 people working in our projects and 2 offices.

互满爱人与人中国 (HPPC) - www.hppchina.org.cn – 通过联合行动，与有需要的人并肩作战，共同致力于为弱势群体创造更好的发展机遇，创造更好的明天。我们目前有 2 个办公室共 200 多名工作人员，工作主要集中在云南，重庆及四川等地的农村发展，农村学前教育，农村卫生健康等领域。

Position Summary:

职位描述

The Proposal Writer will support HPP's work to raise funds for existing and future projects in the areas of poverty alleviation, rural development, rural preschool education, environmental protection and rural HIV/AIDS prevention and control. The Proposal Writer will research open Calls for Proposals, assist in developing programs, budgets and implementation plans, and be responsible for writing grant proposals and concept notes.

项目提案专员/项目申请专员通过为现有及潜在的扶贫开发，农村发展，农村学前教育，环境保护和农村艾滋病防控等领域的项目筹集资金，为 HPP 的工作提供支持。项目提案专员/项目申请专员将搜索进行公开招标的各类提案，参与进行项目开发，预算及实施等，负责撰写资金申请及项目概念书。

Duties and Responsibilities:

工作职责

- Develop and write the planned amount of sound proposals/concept papers and project descriptions
- 有计划地开展并撰写有效的建议书、概念书及项目说明书;
- Conduct the full range of activities required to prepare, submit, and manage concept papers and grant proposals to foundation and corporate sources.
- 根据基金会及资方要求，基于项目需求进行项目概念书及资金申请的全面预备，提交及管理;
- Perform specific research tasks in order to know more about a partner or to identify new potential partners.
- 通过深入具体的调查研究，了解合作伙伴更多信息或甄别并发现潜在合作伙伴;
- 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.
- 进行在农业发展，农村经济发展，早教，职业及岗前培训，传染病预防及控制等相关领域的经济，政策及科技发展的研究与分析;

- Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
- 在递交资金申请期间，为了能够及时提供额外的支持性材料，需与拨款机构的进行有效沟通并保持联系；
- Develop programs for poverty reduction, including researching local conditions, obligations to donors, and relevant best practices.
- 为使项目有助于扶贫事业，需进行项目地背景信息，捐助者责任及义务和最佳范例等研究；
- Perform other relevant duties as assigned by supervisor.
- 完成上级交代的其他差事；

Requirements:

职位要求

- Experience designing, developing or facilitating education, health or rural development programs
- 具备教育，健康及农业发展领域的项目设计，开发或促成等经验为佳；
- Ability to work independently as well as in a team in a small office environment
- 具备独立完成工作并小型办公环境团队工作的能力；
- Ability to manage multiple tasks and prioritize tasks to meet project deadlines
- 具备多任务管理及重点任务优先安排以满足项目最后期限的能力；
- Ability to create budgets and implementation plans
- 具备制定项目预算及实施方案的能力；
- Ability to manage and maintain confidential information
- 能够管理保密信息并遵从保密条款；

Minimum Qualifications:

最低任职要求

- Bachelor's degree in rural development, agriculture, social services or related field and 3-5 years experience. Equivalent combination of education and experience acceptable.
- 农村发展，农业，社会服务等相关领域全日制本科及以上学历以及 3-5 年相关工作经验。同等学历和工作经历亦可；
- Experience preparing project proposals for bi- or multilateral development organizations, public or private Chinese or foreign foundations, corporate donors, and government agencies.
- 具有向双边或多边发展机构，公共或私人国内外基金会，企业捐助者及政府机关递交项目建议书的经验；
- Fluency in English and Chinese, with excellent oral and written skills as well as bilingual translation ability.
- 汉英语流利，具备优秀的口语及书面语表达能力及双语翻译能力；
- Must possess a high degree of proficiency with Microsoft Office including Word, Excel, and Outlook.
- 精通 office 办公软件，包括 Word, Excel 和 Outlook 等；
- Experience with the public and/or non-profit sector desired.
- 具备在政府及非盈利部门工作的经验；

Compensation:

Salary & Compensation will be commensurate with skills, qualifications and experience.

报酬

薪资待遇与技能,资历和经验相匹配。

To apply:

如何应聘

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

In the subject field of your email message, please provide your last name and “job application **Proposal Writer**”.

In your letter of motivation please explain how your skills and experiences can bring value to a fast-growing organization. Applications without a motivation letter will not be considered.

有意者请将详细的个人简历（含以往成就及经验），中英文求职信，薪资要求和可到岗日期以邮件形式发往 gongzuo@hppchina.org.cn，邮件标题请注明“姓名+应聘项目提案专员/项目申请专员”。

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.

符合资格的应聘人将于 1-2 周内接获面试通知，超过 4 周未予回复的视作申请失败且应聘者所提供的资料只作招聘用途，有关资料于招聘过程结束后销毁。