

# Humana People to People China

## 互 满 爱 人 与 人 中 国

<b>Job title:</b> 职位名称:	<b>Partnership Assistant</b> 合作伙伴关系助理 (1 人)
<b>Location:</b> 工作地点:	<b>Beijing</b> 北京
<b>Basic salary range:</b> 月薪范围:	<b>RMB 4,000 - 6,000 (depending on qualification and experience)</b> 月薪 4000-6000 (基于资历及经验)
<b>Application deadline:</b> 截止日期:	<b>2016 June 30</b> <b>2016-06-30</b>

Humana People to People China (HPPC) – [www.hppchina.org.cn](http://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.

互满爱人与人中国 (HPPC) - [www.hppchina.org.cn](http://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。

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.

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:

The Partnership assistant contributes to and supports the fundraising team to mobilize society to engage into the above social issues and raise funds 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.

### 岗位描述:

合作伙伴关系助理将促进和支持筹款团队动员社会力量参与到上述社会议题中，并为现有及潜在的农村社区发展，弱势儿童学前教育，环境保护，传染性疾病预防和其它扶贫项目等领域募集资金。

The Partnership Assistant will research possible partners, manage contact database and mailing lists, prepare partner meetings, hold partner meetings, assist in preparation of reports, applications and web articles, do translation of reports, applications, articles and promotion materials and do any other office tasks as required

合作伙伴关系助理将调查研究潜在合作伙伴，管理名片数据库和电邮收件人信息管理，预备合作伙伴会议，发起合作伙伴会议，参与准备报告，申请书及网站文章等，翻译报告，申请书，文章，宣传材料等，及其他差事。

### Specific Duties and Responsibilities:

Do whatever is needed to assist the partnership team, among others:

#### 具体工作职责

做任何协助合作伙伴关系团队要求的事情，其中包括：

- Do translations between English and Chinese

- 进行中英双语翻译;
- Responsible for conducting the full range of activities required to perform prospect internet and publication research.
- 基于项目需求, 进行全方位的互联网及?? 搜索并研究;
- Manage contact database and promotion mailings
- 管理名片数据库和推广邮件;
- Assist in research needed for proposal writing 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.
- 协助进行项目建议书所需在农业发展, 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等方面的信息搜索;
- Assist the partnership officers in preparation of reports and applications
- 协助合作伙伴关系官员准备报告及申请书;
- Provide development input for all written institutional materials (including web articles, annual report, agency brochure, and newsletter)
- 更新并上传本机构所有的官方书面材料, 包括网站文章, 年报, 机构简介及通讯等;
- Administration duties as clerk and secretary: scanning of documents, printing of documents, office supplies and purchases, hotel bookings, etc
- 负责办公室文员及文秘等行政事宜, 诸如文件扫描, 文件打印, 办公用品购买及酒店预定等;
- Participate in meetings, public events, workshops and conferences
- 参与会议, 公益活动, 研讨会及会议等;
- Perform other relevant duties as assigned by supervisor.
- 完成上级分配的其他差事;

## **Skills and Knowledge Requirements:**

### 职位要求

- A passion to change the world and lead in building a harmonious society
- 具有改变世界并构建和谐社会的激情;
- An understanding of HPP's mission and exposure to the rural development work or education projects or related social experience
- 理解 HPP 使命, 具有农村发展工作, 或教育工作, 或相关社会经验;
- 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;
- Knowledge and familiarity with research techniques and database handling
- 具备且熟悉搜索技巧和数据库管理;
- 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;
- Attention to details
- 注重细节;

## **Minimum Qualifications:**

### 最低任职要求

1. Bachelor's degree in public policy, government relations, public health, rural development, social services or related field and 0-3 years experience. Equivalent combination of education and experience acceptable.
2. Fluency in English and Chinese, with excellent oral and written skills as well as bilingual translation ability.
3. Must possess a high degree of proficiency with Microsoft Office including Word, Excel, Outlook and Powerpoint.
4. Strong interest in world affairs and clear commitment to the aims and values of HPP

5. Strong organizational skills and marketing sense, independent, creative, team-layer and ability to work under pressure and drive to reach targets
6. Experience with the public and/or non-profit sector desired.
1. 公共政策，政府关系，公共卫生，农村发展，社会服务等相关领域全日制本科及以上学历与 0-3 年工作经验。同等学历和工作经历亦可；
2. 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；
3. 精通 office 办公软件，包括 Word, Excel 和 Outlook 等；
4. 对国际事务具有浓烈兴趣，高度认同 HPP 的目标及价值观；
5. 具有较强的组织能力和市场敏感度，具有独立，创新，团队精神和在压力下工作并努力达到目标的能力；
6. 具备在政府及非盈利部门工作的经验；

**To apply:**

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](mailto:gongzuo@hppchina.org.cn). In the subject field of your email message, please provide your last name and "job application Partnership Assistant".

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](mailto:gongzuo@hppchina.org.cn)，邮件标题请注明“姓名+应聘合作伙伴关系助理”。

Short-listed candidates will be contact within 1-2 week. 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 周末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。