**We are currently seeking to recruit a Program officer for Plan International in China.**

**我们国际计划目前正在招聘一名项目官员。**

**About the Role**

**关于职位**

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. We have been building powerful partnerships for children for over 80 years, and are now active in more than 80 countries and regions.

国际计划是一家独立的、非营利性的国际人道主义发展机构，一直致力于推动儿童权益和女童平等。80多年以来，我们一直为儿童建立强有力的合作伙伴关系，如今在超过80个国家和地区开展项目活动。

Plan International started its operation in China in 1995. Plan International implements its programs in various provinces and cities, including Shaanxi, Yunnan, Anhui,Hunan, Beijing, and Jiangxi. In its program areas Plan International mainly works in the field of child protection, education, early childhood development, youth employment solutions, and disaster risk management, etc.

国际计划1995年进入中国。国际计划在包括陕西、云南、安徽、四川、湖南、北京和江西在内的多个省市实施项目，项目主要涉及儿童保护、教育、儿童早期发展、青年就业和灾害风险管理等领域。

The purpose of this role is to support implementation and daily management of projects in Yunnan program area. The key roles and responsibilities are listed as below:

该职位将支持云南项目区项目的具体实施和日常管理工作。其主要角色和职责如下：

* Manage the project in line with Plan International China's program management requirements, financial requirements and donor requirements;

按照国际计划的项目管理要求，财务要求和资助方要求开展项目管理工作；

* Assist in providing partners with adequate training and continuous support to meet project management requirements and compliance to the financial requirements;

协助为合作伙伴提供适当的培训和持续支持，以满足项目管理要求并符合财务要求；

* Be responsible for the regular monitoring and evaluation on project activities to timely follow-up and report on the project progress;

负责项目活动的日常监测和评估，及时跟进项目进展情况并提供进展报告；

* Support timely payment and liquidation to partners with preparation of payment and liquidation related materials;

准备付款和清算相关资料，及时为合作伙伴付款及完成清算；

* Facilitate the project technical advisors/partners in the development fit-to-context and culturally sensitive training materials;

协调技术支持顾问/合作伙伴开发出符合当地实际及具有文化敏感性的培训材料；

* Manage project documents and relevant materials;

管理项目文件和相关资料；

* Ensure gender equality and child protection being incorporated in works;

确保将性别平等和儿童保护融入到工作中；

* Maintain good communication with other teams, ensure the effective implementation of Plan International’s project principles, strategies and methods, continuously innovate upon project ideas, improve project quality and strive for more resources;

与其他团队保持良好沟通，确保国际计划的项目原则、策略、方法的有效贯彻，不断创新项目思路，提高项目质量，争取更多资源；

* Maintain and develop partnership and provide capacity building and technical support so as to promote joint study and improvement;

保持和发展合作伙伴关系，提供能力建设和技术支持，促进共同学习与提高；

* Assist Yunnan PUM to provide support for Program Unit operations;

协助云南区域办经理为所在区域办的正常运行提供后勤服务和支持；

* Ensure that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevant to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

确保国际计划的《保障儿童和青年人全球政策》及《性别平等及包容政策》等全球政策的完全融入，根据政策的原则和要求，包含适用于各个职位职责的相关实施标准和准则。包括但不限于，员工自己及相关人员了解并理解他们在这些政策及国际计划《行为准则》下的责任，这些责任与他的工作领域的相关性，并对有关问题依据相关程序进行报告和管理。

**Technical Expertise, Skills, and Knowledge:**

**技术专长及知识能力要求：**

* Bachelor’s degree or above and majored in development, education or relevant fields, majoring in social work or law is preferred.

本科或以上学历，发展领域、教育等相关专业，社会工作或法律专业优先考虑。

* Good written and spoken English skills required, experience in project report writing in English would be an asset;

具备良好的英文书面及口语表达能力，最好具备英文项目报告撰写经验；

* Good computer skills (especially in web, office based).

具备良好的计算机技能（特别是网络应用，办公软件等）。

* Good learning skills and willing to receive challenges;

具备良好的学习能力并愿意接受挑战；

* Good communication skills, collaboration skills and facilitation skills;

具备良好的沟通能力、合作能力和协调能力；

* At least two years’ working experience in development field, preferably in education, youth employment or child protection field;

有两年以上发展工作经验，尤其是在教育、青年就业或儿童保护等相关领域；

* Experience in using enterprise resource planning software such as SAP or equivalent system would be a strong asset;

最好有使用企业资源规划软件（如：SAP）或类似管理系统的经验；

* Strong knowledge of project implementation and coordination, preferably in international development context specifically in China;

对项目实施和协调有深入的了解，尤其是在国内的国际发展背景下；

* Knowledge and experience of the project cycle management tools for effective implementation;

对项目周期管理工具的有效实施具备一定的了解和经验；

* Knowledge in project budget management, project monitoring and evaluation frameworks;

了解项目预算管理、项目监测和评估框架；

* Demonstrates clear respect to all and especially children and women without discrimination.

明确尊重所有人，尤其是儿童和妇女，不加歧视。

* Demonstrates honesty and transparency in holding self and others to account to deliver on agreed goals and Plan’s standards of behavior.

对待自己和他人都能具备诚实和透明的工作态度，以实现共同的工作目标和国际计划的行为标准。

* Ability and willingness to travel often to rural areas;

能够并愿意经常到农村地区出差；

* Familiar with Yunnan minority areas.

熟悉云南少数民族地区。

**Physical Environment and Demands:**

**工作环境和要求：**

This post will be based in Kunming in Yunnan Province. Frequent travel to project locations will be required and will account for approximately 40% of the time.

该职位办公地点在云南省昆明市。大约有40%的时间需要到项目地出差下乡。

Location: Kunming City in China

地点： 昆明市

Type of Role: 3-year fixed term contract

职位类型： 3年固定期限合同

Closing Date: 1st November 2024

截止日期： 2024年11月1日

References will be taken and background will be carried out in conformity with Plan’s Policies. Plan operates an equal opportunities policy and actively encourages diversity.

根据国际计划的政策规定，我们会对最终候选人进行背景调查。国际计划实行平等机会政策并积极鼓励多样性。

Please send your C.V. and letter of application (both Chinese and English) to e-mail address:

请将您的简历和申请信（中英文版）发送到以下电子邮箱地址：

PlanChina.HR@plan-international.org