**Plan International in China is currently recruiting two Program Officers**

**国际计划目前正在招聘两名项目官员**

**About Plan International**

**关于国际计划**

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 since 1995. Plan International implements its programs in various provinces and cities, including Beijing, Shaanxi, Yunnan, Sichuan, Anhui, Qinghai, Hunan, Jiangxi and etc. In its programme areas, Plan International mainly works in the field of early childhood development, inclusive quality education, child protection, youth economic empowerment, disaster risk management, and etc.

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

**About the Role**

**关于招聘岗位**

Plan International is launching a Youth in Action for Climate Change (YACC) Project, which aims to support young people, particularly young women, to enhance their knowledge, skills and agency in climate change action, and engage more general public to adopt positive attitudes and behaviors in climate change adaptation through initiatives and collective actions of youth and civil society organizations.

国际计划正在发起一个青年绿色发展项目，旨在支持年轻人，尤其是年轻女性，提高他/她们在气候变化行动中的知识、技能和能力，并通过青年和社会组织的倡议和行动，让更多的公众在适应气候变化方面采取积极的态度和行为。

The purpose of this role is to support the implementation and daily management of the YACC project through close working with the program manager. The key roles and responsibilities are listed as below:

该角色的目的是通过与项目经理密切合作来支持青年绿色发展项目的实施和日常管理。

**Key Roles and Responsibilities**

**主要角色和职责如下：**

* Implement the project with good quality in line with Plan International's program management requirements, financial requirements and donor requirements;

根据国际计划的项目管理要求、财务要求和资方要求实施有质量的项目；

* 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足够的培训和持续支持，以满足项目管理要求和财务要求的合规性；

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

对项目活动进行定期监测和评估，及时跟进和汇报项目进度；

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

及时向合作伙伴付款和清算，准备付款和清算相关材料；

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

协助项目技术顾问/合作伙伴开发适用的培训材料；

* Maintain and manage project documents and relevant materials;

管理项目文件和相关材料；

* Ensure gender equality, children and programme participants protection being incorporated in works;

将性别平等、儿童和项目参与者保护纳入工作中；

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

维护和发展伙伴关系，提供能力建设和技术支持，以促进共同研究和改进；

* Other tasks as required for the quality implementation of the project.

保证有质量实施项目所需的其他任务。

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

**专长、技能和知识：**

* Bachelor’s degree or above and majored in development, education, social work or relevant fields;

本科及以上学历，发展领域、教育、社会工作等相关专业优先考虑；

* At least two years’ working experience in development field, preferably in education, youth engagement or climate change field;

两年以上在发展领域工作的经验，尤其是在教育、青年参与或气候变化等领域；

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

良好的英语书面和口语表达能力，有英文项目报告写作经验者优先；

* Good computer skills;

良好的计算机技能；

* Good learning skills and willing to receive challenges;

良好的学习能力，乐于接受挑战；

* Good communication skills, collaboration skills and facilitation skills;

良好的沟通、协作和引导技巧；

* 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、不加歧视、平等地对待所有人，尤其是儿童和妇女。

**Physical Environment and Demands:**

**工作环境和要求：**

Typical office environment, with 60% of time on extensive travels to program areas.

典型的办公环境，约60%的工作时间需要到项目地出差。

Location: Beijing, Xi’an or Kunming in China

工作地点： 北京、西安或昆明

Type of Role: 3-year fixed term contract

职位类型： 3年固定期限合同

Closing Date: 6 December 2024

截止日期： 2024年12月6日

References will be taken and background and non-criminal checks 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和无犯罪记录核查。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 (in both Chinese and English) to e-mail address: [PlanChina.HR@plan-international.org](mailto:PlanChina.HR@plan-international.org)

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