**Plan International in China is currently recruiting for one Program Coordinator.**

**国际计划目前正在招聘一名项目协调员**

**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 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。

The purpose of this role is to support the implementation and daily management of the Programs through close working with the Program Implementation General Manager. The post holder is also responsible for PIC sponsorship innovation.

该角色的职责是通过与项目执行总监密切合作来支持项目的实施和日常管理，并负责国际计划在资助关系工作方面的创新。

**Accountabilities:**

**职责：**

* 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。
* Communicate with RH, GH, NO for sponsorship innovation, and work with partners to develop innovative sponsorship model.
* 与总部、地区和资助办公室就资助关系相关事宜保持沟通，并与合作伙伴一起创新资助关系模式。
* Communicate with RH, GH, NO for innovative projects, and work with program team to develop innovative project and manage the pilot projects.
* 与总部、地区和资助办公室就创新型项目相关事宜保持沟通，并与项目团队一起开发创新型项目并负责试点项目的管理。
* 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。
* Maintain and develop partnership and provide capacity building and technical support so as to promote joint improvement.
* 维护和发展伙伴关系，提供能力建设和技术支持，以促进共同改进。
* 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。
* Other tasks as required.
* 其他需要完成的相关工作。

**Technical Expertise, Skills and Knowledge:**

**所需的技术、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；
* Excellent written and spoken English skills required, experience in project report writing in English would be an asset;
* 优秀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 knowledge on program management and have innovative thinking.
* 了解项目管理，并对项目有创新型思维。
* At least five years’ working experience in development field;
* 五年以上在发展领域工作的经验；
* 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；
* 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.
* 尊重、无歧视、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：**

Typically office environment with 40% of time on extensive travels to program areas.

典型的办公环境，约40%工作时间需要到项目地出差。

Location: Xi’an City of Shaanxi Province

工作地点： 陕西省西安市

Type of Role: 3-year fixed term contract

职位类型： 3年固定期限合同

Reports to: Program Implementation General Manager

汇报对象： 项目执行总监

Closing Date: 25th March 2025

截止日期： 2025年3月25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。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:

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**