**Plan International in China is currently recruiting a Communications and Program Officer**

**国际计划目前正在招聘一名外联与项目官员**

**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年多以来，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, 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、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 be responsible for the internal and external communications of Plan International China. The position should ensure the information transmitted in line with Plan International values and programme directions, support positive interaction and communication between Plan International China and media, promote internal communication and information sharing, and help deliver communication plan for specific projects with other teams and colleagues, etc. The key roles and responsibilities are listed as below.

该职位将负责国际计划中国的外联工作，确保外联传达的信息符合国际计划的价值观和项目方向，支持国际计划中国与媒体的积极互动和联络，促进机构内部的传播和信息分享，并与相关团队和同事一起支持具体项目传播计划的执行。其主要角色和职责如下。

1. Developing and implementing strategic communications plan:

开发和执行外联战略规划：

* Strategic Communications plan outlining overall support to the Country Strategy;
* 概述对国家战略整体支持的外联战略规划；
* Sub-strategies/workplans on external communications, internal communication, marketing communication, emergencies and programmatic integration;
* 关于外部和内部传播、市场传播、紧急情况和项目整合的子战略或工作计划；

2. Working on communications to showcase PIC’s position and program practices including:

致力于展现国际计划项目实践的传播，包括：

* Campaigns and event management.
* 活动策划和活动管理。

3. Managing media related work including:

管理媒体相关工作，包括：

* Message development;
* 信息开发；
* National / International (inc. NOs) media liaison;
* 筹款办公室/全球总部外联团队相关联络；
* Emergency preparedness and response;
* 紧急准备与响应；
* Crisis communication & issues/risk management;
* 危机传播和风险管理；
* Articles, press releases etc.;
* 文章、新闻稿等。

4. Maintaining and managing social media platforms and official website:

维护和管理社交媒体平台和官方网站：

* Working plans for social media and website;
* 社交媒体和网站的工作计划；
* Content management for internal and external social media platforms and official websites of Plan International, such as Plan International social media platforms, Plan International global website and its internal information sharing and upload platform.
* 国际计划内部和外部社交媒体平台及官方网站的内容管理，例如国际计划社交媒体平台、国际计划全球网站及其内部信息共享和上传平台。

5. IEC material development and technical support:

传播材料开发和技术支持：

* Developing communications related materials such as annual reports, posters, diary notebook, campaign products, promotional materials, etc.;
* 开发与传播相关的材料，如年度报告、海报、日记本、活动产品、宣传材料等；
* Supporting other teams to review, design or make plans on their IEC materials to make sure those products in line with relevant Plan International’s purposes, values or key priorities;
* 支持其他团队审核、设计或制定传播材料计划，以确保这些产品符合国际计划的相关宗旨、价值观或关键优先事项；

6. Providing technical assistance on programmatic communications work:

为项目传播工作提供技术支持：

* Delivering communications training to staff and partners to improve their capacities in implementing activities or projects with Plan International and protect the best interests of children and young people we are working with;
* 为员工和合作伙伴提供传播方面的培训，以提高他们与国际计划合作开展活动或项目的能力，并确保与我们合作的儿童和青年人的最大利益；
* Providing technical support to communications related activities for relevant teams.
* 为相关团队给外联相关事宜提供技术支持。

7. Participate in and support project implementation as required.

根据需要参与和支持项目执行。

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

**专长、技能和知识：**

* At least two years’ experience in a communications field, either with the news media, non-governmental organization, or public relations firm.
* 至少两年传播领域工作经验，无论是在新闻媒体、非政府机构或公共关系公司。
* Excellent verbal and written skills in English and Mandarin, with professional experience in writing and editing.
* 优秀的英语和普通话口头及书面表达能力，并具备专业的写作和编辑经验。
* Photography and video editing skills.
* 具备摄影和视频编辑技能。
* Excellent communication skills and team work ability.
* 优秀的沟通技能和团队合作能力。
* Ability to work independently and resolve problems.
* 具有独立工作和解决问题的能力。
* Understanding of online communications, including writing and developing web content.了解在线网络传播，包括撰写和开发网页内容。
* Good understanding of the media and social media landscape in-country and globally.
* 对国内和全球传播及社交媒体有较好了解。
* Thorough understanding of NGO program operation and practice.
* 非常熟悉非政府机构项目和运作实践。
* 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，特别是儿童和女性。

**Physical Environment and Demands:**

**工作环境和要求：**

Typically office environment with 30% extensive travel in program areas and abroad.

典型办公环境，30%的时间需要经常出差到项目区或者出差到国外。

Location: Beijing in China

地点： 北京

Type of Role: 3-year fixed term contract

职位类型： 3年固定期限合同

Closing Date: 31st August 2025

截止日期： 2025年8月31日

References will be taken and background and anti-terrorism 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）通过以下邮箱发送至：

[PlanChina.HR@plan-international.org](mailto:PlanChina.HR@plan-international.org)