**We are currently seeking to** **recruit a Business Development Assistant for Plan International in China.**

**国际计划目前正在招聘一名资源拓展助理。**

**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 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 internal and external business development activities, facilitate communication with relevant stakeholders, with the aim of increasing funding and expanding the overall impact of Plan International in China.

该职位旨在支持内部与外部业务拓展的相关工作，促进与相关利益相关方的沟通，旨在增加资金并扩大国际计划在中国的整体影响力。

**Accountabilities:**

**职责：**

* Assist communication with relevant stakeholders (e.g., NOs, RH, Private Sector) for funding projects implementation process and relative activities.
* 协助与相关利益相关方（如筹款办公室、区域办公室、私营部门）沟通，支持项目的实施及相关活动落地。
* Assist the preparation, submission, and tracking of funding project reports and related tasks.
* 协助赠款项目报告的准备、提交及跟进等相关工作。
* Support the communication with RH, GH, and NO on sponsorship matters, and collaborating with partners to develop innovative sponsorship models.
* 支持与区域办公室、全球总部及筹款办公室在资助关系维护事务上的日常沟通，并与合作伙伴共同开发创新型资助关系维护模式。
* Conduct mapping and regular research to identify potential collaboration opportunities.
* 开展线上调研，识别潜在的合作伙伴和机会。
* Ensure gender equality, children and programme participants safeguarding being incorporated in works.
* 将性别平等、儿童和项目参与者保障纳入工作中。
* Perform other tasks as assigned by the BD team.
* 完成团队分配的其他工作任务。

**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, with a specialization in Chinese Rural Studies & Research.
* 本科或以上学历，发展领域、教育等相关专业，具有中国农村研究方向优先考虑。
* Good written and spoken English skills required.
* 具备良好的英文书面及口语表达能力；
* Computer skills: Proficient in MS Office; basic knowledge of statistical software; familiarity with design software such as Photoshop, Illustrator, and InDesign is an advantage.
* 计算机技能：熟练掌握MS Office办公软件；具备基础统计软件知识；熟悉Photoshop、Illustrator、InDesign等设计软件者优先。
* General understanding of development programs/projects and a broad range of development and humanitarian topics (e.g., Climate Change Adaptation).
* 对发展类项目有一定了解，并对广泛的发展与人道议题（如气候变化适应）有基本认知。
* Ability and willingness to work with flexible schedule.
* 能够适应灵活的工作时间安排。
* 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；
* 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。
* Ability and willingness to travel often to rural areas;
* 能够并愿意经常到农村地区出差；

**Note 备注：**

This is an entry-level position. We encourage recent graduates who are highly motivated and open-minded to apply.

该岗位为入门级职位，欢迎积极进取、思维开放的应届毕业生申请。

**Physical Environment and Demands:**

**工作环境和要求：**

This post will be based at Xi’an in Shaanxi Province. Frequent travel to project locations will be required and will account for approximately 10% of the time.

该职位办公地点在陕西省西安市。大约有10%的时间需要到项目地出差下乡。

Location: Xi’an City, Shaanxi Province

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

Closing Date: 19th October 2025

截止日期： 2025年10月19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