



**United Nations Industrial Development Organization  
Investment & Technology Promotion Office—China (UNIDO ITPO—CHINA)**

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Position Recruited: Senior Executive Assistant  
Location: Beijing, People's Republic of China  
Language Requirement: Mandarin and English  
Appointment Start Date: Immediate

**Background/General Description:**

Established in 1966, the United Nations Industrial Development Organization (UNIDO) is a specialized United Nations Agency devoted to helping developing countries pursue sustainable industrial development. UNIDO provides tailored solutions to today's industrial problems by offering integrated services in support of a competitive economy, sound environment, and productive employment at the institutional policy and enterprise levels.

The UNIDO Investment & Technology Promotion Office in China (UNIDO ITPO—China) is a UNIDO field operational office with diplomatic status. It provides a wide range of professional investment advisory services that facilitate China's access to investment resources, technology, expertise, and marketing and managerial skills as well as investment and technology transfer. Additionally, the Office consults on the formulation of government policy and decision-making, facilitates access to domestic and international investment resources, supports the implementation of regional economic development projects, and organizes forums and cooperation platforms covering a broad range of fields in investment and economic promotion. UNIDO's neutrality, multilateralism, broad scope, and professionalism combined with its wealth of experience in industrialization and a worldwide network of contacts makes UNIDO ITPO—China the ideal partner for inbound and outbound investment and technology promotion efforts in China.

To assist UNIDO ITPO—China with the continued smooth operation of the Office and successful execution of its mission, we are recruiting a Senior Executive Assistant to manage the administrative needs of the office. The Senior Executive Assistant will support and report directly to the Senior Program Officer.

**Position Responsibilities:**

**Internal and External Communication**

- Manage Web site content, ensuring that it is fresh and relevant and composing and posting updates
- Draft internal and external announcements on a regular and ad hoc basis

- Coordinate the participation of senior-level officials and company leaders in conferences and events and serve as the primary point of contact
- Proactively ensure smooth logistics for VIP participation in events and resolve any issues
- Prepare event agendas and send invitations
- After receiving training, draft diplomatic notes as required
- Handle related logistics for preparing and issuing diplomatic correspondence

#### Internal Quality Control

- Handle internal control and quality control
- Proofread the content and formatting of formal reports prior to distribution
- Track and follow up on internal tasks
- Prepare internal documentation
- Work with the internal auditor and supply documentation as requested
- Oversee reimbursements for office expenditures
- Ensure awareness of and adherence to office policies and procedures

#### Internal Management

- Manage contract issuance and monitor contract expirations
- Monitor leave balances
- Oversee the planning and execution of events
- Support on-going office operations
- Liaison with external service providers and vendors and draft standard vendor contracts as required
- Manage the calendar of the National Program Director
- Archive UNIDO ITPO—China reports and retrieve archived materials as required

#### Training

- Train staff on internal policies
- Train interns and support the back office

#### **Selection Criteria:**

- At least eight years of postgraduate work experience (at least five years if received a graduate degree)
- Excellent Word, PowerPoint, Excel, and Internet research skills
- Ability to communicate effectively (written and spoken) in both English and Mandarin
- Ability to drive
- Proactive, highly organized, and resourceful; able to make quick decisions and set priorities
- Mature and detail-oriented with good interpersonal skills and a courteous telephone manner
- Tactful and discreet, maintaining utmost confidentiality of sensitive information
- Familiar with Beijing
- High degree of character and integrity and enjoys working in a multicultural, diplomatic environment

#### **Other Information:**

- **Applicants should send a resume and letter of interest with expected salary range in English via e-mail to [hr@unidoitpo.org.cn](mailto:hr@unidoitpo.org.cn) with the subject “Senior Executive Assistant Recruitment”**
- **Only short-listed candidates will be contacted for interview**
- UNIDO ITPO—China provides competitive local compensation and issues an official evaluation letter upon termination of duty by request
- Upon satisfactory completion of a six-month probation period, this will be a permanent position with 12-month contracts renewed annually
- The position is based in a diplomatic office in the Sanlitun area of Beijing and no travel is expected
- The selected candidate will work standard office hours with limited overtime