



Industrial Cluster Development and Capital Operation Program
United Nations Industrial Development Organization
Investment & Technology Promotion Office – China (UNIDO ITPO-CHINA)

Recruiting Position: Administrative Assistant

Location: Beijing, China

Language Requirement: Mandarin and English

Appointment Start Date: Immediately

Background / General Description

The United Nations Industrial Development Organization (UNIDO), established in 1966, is a specialized United Nations Agency, devoted to helping developing countries pursue sustainable industrial development. It provides tailor-made solutions to today's industrial issues by offering a package of integrated services addressing three key concerns: competitive economy, sound environment, and productive employment (3Es) at the institutional policy and enterprise levels.

UNIDO Investment & Technology Promotion Office 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 and know-how, marketing and managerial skills as well as in- and outward investment and technology transfer. Additionally, the Office also plays many other roles, acting as a consultant to the formulation of government policy and decision making, as a facilitator enabling access to domestic and international investment resources, as a supporter in the implementation of regional economic development projects and as an organizer of forums and cooperation platforms covering a broad range of fields related to 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 make UNIDO ITPO-China the ideal partner for two-way investment and technology promotion efforts in China.

Industrial Cluster Development and Capital Operation Program was established to provide technical assistance and advisory services in two major aspects: (1) consulting municipal government local industrial clusters' development by providing independent evaluation, critiquing access to finance mechanism as well as guiding the introduction of new industries; (2) working in strategic collaboration with the private equity funds, helping them to better understand China's investment climate and efficiently get involved in China's potential portfolio company's fund raising process. The Program advises for ventures and projects in China in partnership with private investors and, through its advisory work, helps China local governments creating

conditions that stimulate the flow of both domestic and foreign private investments. Our particular focus is to promote economic development by encouraging the growth of productive enterprises and efficient capital markets in China.

At the same time, UNIDO-ITPO-China has the Clean Production and Capital Operation Program. The mission of this Program is to screen, and build up strategic partnerships and decide on working scope with leading enterprises devoted to the clean technology, renewable energy as well as related areas. UNIDO ITPO-China pledges to mobilize global network and international resources and strives to provide pilot demonstration and mature business models to foster the development of clean production and capital operation in other developing nations, applying the experience and model gained during the problem-solving process for strategic partners. The interns will support Program Officers and Program Director's business activities in all those fields as well as in general administration.

Duties and Responsibilities

- Answer daily business telephone calls and deliver telephone messages to the related officers;
- Assist to typing, photocopying, faxing, filing, and searching for files;
- Respond to business travel arrangement, flight and hotel booking
- Office stationery and consumables procurement and organization;
- Support office management and routine service administration;
- Website maintenance, including updating News and Events session in both Chinese and English
- Manage the IT solution in the office including corporate emails, networking (hardware & software), teleconference, and etc.
- Prepare and consolidate meeting reports and presentation materials by using proficient Powerpoint skills
- Coordinate logistics, schedules, meetings and accommodation for visitors
- Respond to activity arrangement and coordination, e.g. team-building activities.
- Courier/UPS/Local mail arrangement
- Business driving
- Miscellaneous responsibilities upon request

Selection Criteria

- Bachelor degree is a mandatory requirement
- Minimum 1 year work experience in related fields
- Approved driving skills
- Good computer skills in Microsoft Word, Excel, PowerPoint, HTML etc.
- Responsible, well-organized and detail-orientated.
- Ability to work independently, energetic and proactive and able to handle multiple tasks
- The ability to communicate ideas clearly and confidently with teamwork spirits
- Fluency in English and Chinese is essential (CET-4 is required)
- Previous international NGO experience is preferred

Other Information

- UNIDO-ITPO-China provides competitive local compensation and issues authorized evaluation letter at the termination of duty
- This position requires three months probation period as the initial contract duration. At the end of the three months, an evaluation will be conducted by both sides to decide whether the candidate will be hired as a long-term administrative assistant.
- Applicants should send *resume* and letter of interest in both Chinese and English via email to hr@unidoitpo.org.cn with interesting position and available time
- For general information, please visit www.unidoitpo.org.cn
- Only short listed candidates will be contacted for interview