



Industrial Cluster Development and Capital Operation Program

United Nations Industrial Development Organization

Investment & Technology Promotion Office – China (UNIDO ITPO-CHINA)

Recruiting Position: Program Officer for Industrial Cluster Development

Location: Beijing, China

Language Requirements: Chinese 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. The Program Officer for Industrial Cluster Development will report to Program Director.

Duties and Accountabilities:

Industrial Cluster Project Implementation

- Lead UNIDO industrial cluster development team to conduct the development status of industrial clusters' cities participating in the program, research the cities' short and long term industrial cluster development target by attending site interviews and through background analysis and case studies
- Liaison with local government representatives to collect the information from enterprises, government officials, investors to contribute to the advisory services
- Organize related industrial cluster development panel discussions, summits and conferences by coordinating industrial specialists, industrial associations, academic institutes and UNIDO special advisors
- Design and implement the international resource linkage activities, including trade mission arrangement, oversea study tour coordination, and industry related specialist exchange

Project Design Support

- Work with Program Director/Senior Program Officer to develop projects' proposals including establishing and updating work scope with the Program participants (municipal governments)
- Support Program's identification and process of new investment promotion opportunities
- Support to identify key issues related to pipeline projects and provide assistance in the solution of these issues

Investment Climate and Participants' Research

- Closely monitor, analyze and prepare research reports of the regional key macro-economies, industry sectors and regional market development, affecting Program participants' economies with respect to relevant institutional, policy, legal and reform developments, and promptly advise Program senior team mates of important developments and recommending adaptive measures

Tool Development and Report

- Update current information collection mechanism such as local corporate profile for investment and etc, and advise the development of new information collection tools
- Assist in the preparation of strategy papers, briefs and project interim/final report and presentation

Public Relation and External Activities

- Provide support in investment negotiation
- Provide support in Program related to public relation activities and conference presentation

Selection Criteria:

- MBA or comparable degree in Management, Corporate Strategies, Economics, Finance, etc
- Over 5 years of proven experience at international consulting firms, advisory firms and other related organizations
- Strong capabilities of independent research with excellent analytical, problem-solving and interpersonal skills
- Ability to work as both team leader and team player
- Excellent PowerPoint, PDF, Excel, Internet, database and interview research skills
- Familiarity with several industrial sectors (e.g. manufacturing, renewable energy, etc.) would be a plus
- Ability to communicate effectively in both English and Chinese
- High degree of professional ethics and keen interest in multicultural working environment

Other Information:

- UNIDO-ITPO-China provides competitive local compensation and issues authorized evaluation letter at the termination of duty upon request
- This position includes a three-month probation period. At the end of the probation period, an evaluation will be conducted by both sides to decide whether the candidate will be hired as a full-time staff
- Applicants who are interested in this position should send both resume and cover letter via email to hr@unidoitpo.org.cn
- For general information, please visit www.unidoitpo.org.cn
- Only short-listed candidates will be contacted