



**World Food  
Programme**

**联合国世界粮食计划署  
中国办公室**

*Fighting Hunger Worldwide*  
*抗击全球饥饿*

## **Donor Relations Officer (NOC)**

**Duty Station: Beijing, China**

**Application Deadline: 12 April 2018 (Midnight Beijing, China)**

**Type of Contract: Fixed-Term Contract**

**Languages Required: English, Chinese**

**Expected Duration of Assignment: One year, renewable on an annual basis upon satisfactory performance & availability of funds**

### **Duties and Responsibilities:**

Under the general supervision of the Director of China Office, and the direct supervision of the Deputy Director, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

1. Perform as Head of the Government Partnerships Unit and manage the team working on partnerships with the Government of China.
2. Implement the work plan for assigned area by delivering activities that maintain and develop government partnerships in order to maximise resources raised for the programme.
3. Manage a portfolio of partnerships with donors from the Government of China, soliciting increased contributions for WFP, providing donor stewardship, and analysing results, in order to maximise resources raised.
4. Foster deepened relationships with representatives of government donors through appropriate channels, coordinate donor meetings, events and visits.
5. Provide support to technical units, RBs and/or COs as required, in order to assist them to effectively mobilise donor resources.
6. Prepare briefs on resourcing issues for Country/Regional/Division Directors, and operate as a resourcing focal point in order to ensure that concerns are adequately considered.
7. Guide more junior staff, acting as a point of referral and supporting them with more complex analysis and queries.



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8. Participate and assist in negotiations for contributions and partnership agreements, in line with internal policies and external regulations, in order to reach advantageous outcomes, such as more flexibility and predictability.
9. Collate and analyse data for the preparation of accurate and timely reporting on donors and programmes, to enable informed decision-making and action planning by senior stakeholders.
10. Proactively contribute to ideas and highlight fundraising opportunities to senior managers for new strategies to maintain and increase funding from new and traditional donors.
11. Prepare and provide regular information to educate new and potential donors on the strategy, design, relevance and impact of WFP programmes, and to advocate the work of WFP.
12. Represent WFP at international meetings at appropriate levels, in such a way that advances the government partnerships strategy and objectives, and builds support for WFP activities.
13. Prepare and provide inputs for briefing documents for senior level management meetings with donors.
14. Coordinate work with other government partnership officers to ensure the flow of information and other WFP units to align activities and ensure donor visibility and that donor conditions are met.
15. Perform other related duties as required.

**Qualifications:**

- Education: Advanced University degree in Political Science, International Development, Development Economics, Marketing Communications or other relevant field, or First University degree with additional years of related work experience and/or training/courses.
- Experience: Minimum 15 years of relevant working experience in with China's foreign assistance. Experience of working in other developing countries for a Chinese government institution on the implementation of China's foreign assistance will be considered an advantage. A good understanding on China's foreign aid policy and on the management of China's foreign assistance projects will be considered an asset.

**Skills and competencies:**

Ability to work Microsoft Office programmes (Word, Excel, PowerPoint, E-mail) required for work; Ability to prepare comprehensive reports and to draft correspondence; Ability to work in multi-cultural environment; Ability to work under pressure, be able to meet deadline,



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willing to take challenges; Good communication skills with different stakeholders especially local partners.

**Language:** Fluency in both oral and written communication in English and Chinese.

**Additional Information:**

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Your application will be screened based on the information provided in your profile. We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- All female and male candidates are equally encouraged to apply for this position which is open for Chinese nationals only.

To apply please send us the Personal History Form (P11) no later than 12 April 2018:

- E-Mail: [HR.wfpchina@outlook.com](mailto:HR.wfpchina@outlook.com) with Subject – “ Donor Relations Officer (NOC) - Ms/Mr. (Candidate’s Name)”