全球环境基金赤水河流域生态补偿与全球重要生物多样性保护示范项目国家项目助理工作大纲

**项目名称：**全球环境基金赤水河流域生态补偿与全球重要生物多样性保护示范项目

**实施机构：**联合国开发计划署（UNDP）

**执行机构：**环境保护部环境保护对外合作中心

**招聘岗位：**项目助理

**招聘单位：**环境保护部环境保护对外合作中心

**工作地点：**北京

**任职时间：**岗位需求4年。年度聘任制，绩效考核满意可以续聘。

**岗位目标：**

* 遵守国家法律法规，根据环境保护对外合作中心的相关管理规章制度和项目管理要求，负责全面的项目行政管理，并向项目经理报告。

**任职资格：**

* 教育资格证书（大专文凭或同等学历）；
* 具有行政和/或财务管理经验；
* 具备管理项目预算和跟踪财政支出的能力；
* 具备与不同利益相关方保持有效沟通以及安排利益相关方会议的能力；
* 良好的计算机技能，熟练使用所有的微软办公软件程序；
* 优秀的书面沟通能力；
* 良好的中英文工作知识。

**岗位职责：**（不局限于如下所列）

* 收集、记录和保存所有项目活动信息；
* 推动项目进展报告的编制和实施；
* 监控项目活动、预算和财政支出；
* 通过定期到访次级项目管理办公室，给地方工作人员提供有关可行的行政程序的监督、指导、培训和协助；
* 建议所有相关项目机构应用适用的行政程序，并确保程序的正确实施；
* 维护项目的协调和沟通；
* 为项目的工作计划和经营与财务规划程序提供支持；
* 协助采购和招聘流程；
* 协助准备项目预算和工作计划中有关操作费用、工资、保险等的付款请求；
* 跟进联合国开发计划署国家办公室的及时支付；
* 接收、筛选和分发信件，并附加必要的背景信息；
* 准备需项目经理签名的日常信件和备忘录；
* 协助会议、培训和研讨会的后勤组织；
* 准备议程和安排实地考察、会面以及有关项目活动的内外部会议，并记录会议纪要；
* 维护项目文件归档系统；
* 保持项目设备的库存记录；
* 履行其它要求的职责。

请对职位感兴趣的候选人将简历于2014年11月17日前发至以下联系人邮箱。

联系人：

晏薇

邮箱：yan.wei@mepfeco.org.cn

#### Project Assistant Recruitment, GEF Payment for Watershed Services in the Chishui River Basin for the Conservation of Globally Significant Biodiversity

### Project Assistant

Background

The Project Assistant will be responsible for the overall administration of the project. The Project Assistant will report to the Project Manager. Generally, the Project Assistant will be responsible for supporting the Project Manager in meeting government obligations under the project, under the national execution modality (NEX).

Duties and Responsibilities

* Collect, register and maintain all information on project activities;
* Contribute to the preparation and implementation of progress reports;
* Monitor project activities, budgets and financial expenditures;
* Provide oversight, guidance, training and assistance on establishing and maintaining applicable administrative procedures to local staff at the SPMO through regular visits;
* Advise all project counterparts on applicable administrative procedures and ensure their proper implementation;
* Maintain project correspondence and communication;
* Support the preparations of project work-plans and operational and financial planning processes;
* Assist in procurement and recruitment processes;
* Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc. against project budgets and work plans;
* Follow-up on timely disbursements by UNDP CO;
* Receive, screen and distribute correspondence and attach necessary background information;
* Prepare routine correspondence and memoranda for Project Manager’s signature;
* Assist in logistical organization of meetings, training and workshops;
* Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
* Maintain project filing system;
* Maintain records over project equipment inventory; and
* Perform other duties as required.

Qualifications

* A post-school qualification (college diploma, or equivalent);
* Administrative and/or financial management experiences;
* Demonstrable ability to administer project budgets, and track financial expenditure;
* Demonstrable ability to maintain effective communications with different stakeholders, and arrange stakeholder meetings and/or workshops;
* Excellent computer skills, in particular mastery of all MS Office programs;
* Excellent written communication skills; and
* A good working knowledge of English and Chinese.

The potential candidates will be welcome to send your CV to the following email address of the contact person before 17th November, 2014.

Contact person:

Yan Wei

Email: yan.wei@mepfeco.org.cn