



World Food Programme

**联合国世界粮食计划署
中国办公室**

The Food Aid Organization of the United Nations System
联合国系统粮食援助组织

Vacancy Announcement: DONOR RELATIONS OFFICER (NOA)

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| Title: Donor Relations Officer | Issued Date: 16 March 2010 |
| Grade: NOA | Duty Station: Beijing, China |
| Organisational Unit: WFP China Office | Contract Type: One Year Fixed Term (with possible extension) |
| Position Number: 00010469 | Deadline for application: 30 March 2010 |
| <p>With the WFP China Office and under the general supervision of the Director, the Donor Relations Officer will be responsible for the following duties (These duties are generic and thus not all inclusive nor are all duties carried out by all Donor & Private Sector Relations Officers):</p> <ol style="list-style-type: none"> 1. Raise resources for the programme; negotiate contributions; keep donors informed of key policy and operational issues of importance to the programme; submit funding proposals; 2. Forecast levels of donor contributions based on systematic gathering and updating of relevant information; 3. Gather and analyse information about donor policies, trends and preferences; 4. Develop strategies to address how to maintain / increase funding from traditional and emerging donors; prepare briefs and other documents explaining donor policies/trends; alert senior management to major donor issues; 5. Coordinate with other units in house to ensure that donor conditions are able to be met; 6. Negotiate changes with donor; 7. Educate donors and increase their awareness of WFP's programming and policies; 8. Serve as focal point for resourcing issues related to a particular project or operation; Actively participate in Programme Review Committees to ensure adequate consideration of fund-raising concerns; 9. Ensure that Director is regularly updated on the resourcing status of particular project/operations; 10. Represent WFP at international meetings; 11. Supervise other resources staff as required providing training and technical guidance; 12. Be responsible for office operational management; and 13. Perform other related duties as required. | <p>Educational Qualification requirements:</p> <p>Advanced University degree or university degree with experience and advanced training/courses in one or more of the following disciplines: political science, international development, development economics or another relevant field.</p> <p>Experience:</p> <p>At least one year of post graduate, progressively responsible professional experience in international development, donor aid programmes or other related fields; previous experience with fundraising, negotiations, public relations/advocacy and work experience within the private sector is an asset.</p> <p>Knowledge:</p> <p>Training and/or experience utilizing computers, including word processing, spreadsheet and other standard WFP software packages and systems. General knowledge of UN system policies, rules, regulations and procedures governing administration.</p> <p>Desirable Skills:</p> <p>Experience in a developing country, preferably in the area of food aid or development.</p> <p>Competencies:</p> <p>Effectively manages own work related to multiple tasks or activities. Responds quickly to emergencies with a solution or a decision.</p> <p>Presents information clearly and concisely, verbally and in writing. Shares information and knowledge with colleagues, staff and supervisors.</p> |



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| | <p>Takes responsibility for own performance. Acts consistently with established procedures and policies.</p> <p>Works productively with broad range of team members, actively participates in and supports team decisions. Takes constructive actions to resolve team conflict and gives constructive feedback to team members.</p> <p>Actively seeks information and opinions of client to understand their requests and to identify their needs and expectations.</p> <p>Systematically extracts pertinent information from relevant sources and identifies multiple causes of a problem and relationship among the causes.</p> <p>Respects differing needs and view points and builds effective working relationships within the unit/division/office.</p> <p>Maintains focus in demanding or high pressure situations.</p> <p>Conducts negotiation in a fair and ethical manner and creates mutually beneficial solutions to routine issues.</p> <p><u>Language:</u></p> <p>Fluency in both oral and written English and in Chinese.</p> |
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To apply please send a letter and comprehensive resume to:

World Food Programme
Attn: HR Unit
UN Building, NO.2 Liangmahe Nan Lu, Beijing 100600

Or send email to: wfp.beijing@wfp.org

This Vacancy is open to Chinese nationals of either sex.
Only short-listed candidates will be contacted.