

JOB VACANCY ANNOUNCEMENT APPOINTMENT AS PROGRAM ASSISTANT

The Ford Foundation is a private philanthropic institution headquartered in New York with offices in 12 countries around the world. Our goals are to:

- Strengthen democratic values,
- Reduce poverty and injustice,
- Promote international cooperation and
- Advance human achievement.

The Ford Foundation works primarily by granting funds to governmental or non-governmental institutions for research, training, experimentation, capacity building and developmental efforts. It attempts to address global problems by supporting those living and working closest to them. For more information about the Ford Foundation Beijing Office, please check www.fordfound.org/beijing.

The Ford Foundation Beijing Office has 25 staff and makes grants in eight program areas. It is currently looking for applications for the position of **Program Assistant** in the Law and Rights Program. The Law and Rights Program focuses on issues related to the development of the legal system in China. The Program Assistant provides administrative and program support for the Program Officer, Ms Titi Liu, who manages the Foundation's grant-making in this field.

The Program Assistant's work will include the following:

- Working closely with the Program Officer and Grants Administrator in the daily administration of the grant portfolio.
- Communicating program goals and requirements to outside audiences (usually in response to inquiries), through phone calls, email and letters.
- Maintaining close contact with grantee institutions and individuals.
- Under the guidance of the Program Officer reviewing the research literature and monitoring internet sites and media reports in the China law field.
- Routine administrative and secretarial work such as making travel arrangements, handling appointments, typing letters and memos, filing, organizing meetings, answering phone calls, etc.
- Occasional translation and interpretation.

Successful candidates would have:

- Strong communication skills and the ability to work with a range of different people.
- A responsible attitude to all aspects of the work.
- Native speaker level of competence in Chinese
- Excellent command of spoken and written English, as demonstrated by high language scores or extensive experience working in the language.
- A university degree, preferably in a field related to law and rights.
- At least three years of administrative or secretarial work experience, in an international context, preferably working in the development field.
- Good computer skills, in particular with Microsoft Office and Outlook.

Salary and benefits will be commensurate with the qualifications and experience of the candidate.

Both male and female candidates are encouraged to apply.

The appointment will be available as of 1 April 2006 and, after a six-month period of probation, would become an on-going appointment.

The closing date for applications is January 28th, 2006. Suitable candidates will be contacted before February 14th, 2006. Please do not call us. Applicants who haven't received a response by February 14th should regard their application as unsuccessful. Interviews will be conducted in English during the second half of February.

To Apply : Send an email which includes a cover letter of application, a short one or two page sample of your written English, a resume (in English and Chinese) and the names and addresses of two referees that can be contacted for information about you, including your current or recent employer to the email address below.

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