

# Position Vacancy Announcement

## Program Officer, law and governance, The Asia Foundation, Beijing Office

The Asia Foundation (TAF) is soliciting applications from resident Chinese nationals for the position of Program Officer, Law and Governance, China, based in the Foundation's Beijing office. All interested candidates should submit a detailed resume, writing sample and names of references, all in English, to The Asia Foundation Beijing office: e-mail: [wanghong@asiafound.org.cn](mailto:wanghong@asiafound.org.cn) or fax: (86-10) 6518-3869.

TAF is an American non-profit, non-governmental organization committed to the development of a peaceful, prosperous, and open Asia-Pacific region. It collaborates with private and public partners to support leadership and institutional development, exchanges, and policy research in a number of theme areas, including governance and law, economic reform and development, women's empowerment, international relations. It has its headquarters in San Francisco, an office in Washington DC and a network of 17 field offices in Asia.

Through financial support, professional training, and technical assistance, TAF China Program collaborates with civil society organizations and government institutions and supports legal reform, improved governance, development of the non-profit sector, and workers' rights and opportunities. Given China's importance to the world stage, TAF also works to facilitate a more mature, stable, and normal China-US bilateral relationship.

Further information can be obtained from The Asia Foundation Website:  
<http://www.asiafoundation.org>.

A detailed description of the position's functions, responsibilities and qualifications follows:

### Job Summary

The Program Officer, Law and Governance, is responsible for the management of the Foundation's project activity in the fields of administrative law, access to justice, public interest law, local governance reform, local community-government partnerships and a range of other topics in this field as identified and agreed upon. The Program Officer comes under the supervision of the Executive Director for China Programs (Director), and receives guidance from the Representative-Designate, China (Representative).

### Key responsibilities:

- Assist in developing new program areas or new programs
  - identify new program possibilities within the described areas and possibly other areas designated by Representative and/or Director
  - conduct research of new developments and progress in the relevant areas
  - provide data and advice to Representative and/or Director
  - draft proposals

- Manage and supervise on-going programs
  - produce program Letter of Agreement
  - go on routine monitoring and field trips to inspect the progress of programs
  - assess program results
  - report to relevant parties
- Reach out and network with grantees, government agencies, universities, and research institutes, and maintain constant contacts with all of them, and seek update information from them.
- Work in collaboration with Corporate Affairs Manager, and Director and Representative when required, in fundraising effort and networking with current and potential donors
  - support publication of written materials of TAF introductions
  - provide program information upon request
  - reports to donors.
- Represent TAF in workshop or seminars.
- Coordinate meeting/travel arrangements for Headquarters staff for trips in China.
- Provide written or oral translation when necessary.
- Coordinate and work with TAF program staff in the Beijing Office.

#### Degree/Certification

- Minimum of Master's degree in Law, or Political Science, or Sociology, or Public Administration, or related field in social sciences;
- Minimum five years experience in program management and development with an emphasis in law or social development or related field.

#### Required Knowledge/Skills:

- Extensive knowledge of Chinese laws and the legal system and understanding of the law reform and development of rule of law in China
- Extensive knowledge of governance and social development
- Extensive experience as a program manager
- Strong decision-making skills with ability to work independently and meet deadlines
- Strong analytical skills with ability to make assessments
- Ability to manage multiple tasks simultaneously
- Writing and speaking fluency in English
- Excellent oral and written communications skills
- Must have a great attitude, be a team player and self-starter
- Ability to travel
- Proficiency in Microsoft applications

#### Deadline/Commencement of work

All applications must be submitted before close of business September 30, 2005. Due to the large volume of applications received, only short listed candidates will be notified. The candidate ultimately selected must be ready to commence work no later than December 1, 2005.