

TERMS OF REFERENCE

Title of the position: Team Assistant
Project : Business Enabling Environment (BEE)
Location : Beijing, China
Hiring Manager : Mario Fischel

IFC is a member of World Bank Group and is one of the world's largest international sources of financing for private sector investment in development countries with a mandate to reduce poverty and improve people's lives. We finance and provide advice for private sector ventures and projects in developing countries in partnership with private investors. Through our Advisory Services program, we work with governments and other stakeholders to help create conditions which stimulate the growth of the private sector in order to provide jobs and investment that will support overall development and alleviate poverty.

BEE, part of IFC's Advisory Services in China, is seeking a team assistant to join their existing team in Beijing. The candidate should be an university graduate, bilingual in English and Mandarin, and have at least 3 years of work experience. The Team Assistant will be an active member of a small and dynamic team.

Duties and Accountabilities:

- Providing full secretarial support to Program Manager and other team members including organizing schedules, arranging appointments, answering phone calls, responding to routine inquiries for information as required;
- Preparing and drafting memos, letters, faxes and reports etc. in English and Chinese, for internal use and to government or clients, ensuring that correct company format and guidelines are followed;
- Photocopying, collating, typing, proofreading, checking for correct company format and guidelines, on correspondence, documents, reports, letters, memos, faxes, etc.
- Assisting Program Manager and the team with their project work, including collecting and analyzing project information, filing project related documents in hard copy and/or into the corporate information management system, and liaising with clients for meetings, appointments, obtaining reports, and other purposes, and translating the materials into Chinese or English if needed;
- Assisting the Program Manager and Operation Officers in liaising with the key government agencies to facilitate the project development;
- Assisting visiting missions from Headquarters or other Country Offices including coordinating their itineraries, meeting appointment, travel logistics etc., and acting as interpreter if needed and required;

- Facilitating and arranging meetings (including conference calls), organizing and coordinating workshops / conferences, taking minutes/notes, and acting as interpreter at meetings as required, and arranging public events like signings, press conferences, etc.;
- Working with other Team Assistants on office administrative/logistical tasks, and backing up other Team Assistants during their absence;
- Other tasks assigned by the General Manager, Program Manger and Operation Officers supported and other supervisors.

Our selection criteria for the position:

- Minimum of Bachelor Degree;
- Fluency in spoken and written English and Chinese;
- Minimum of three years secretarial or other relevant experience;
- Good knowledge of office procedures, excellent typing ability and knowledge of modern office technology;
- Knowledge of computer, word processing and Microsoft Office software applications;
- Ability to work well in a small team environment requiring a high degree of initiative, flexibility and good judgement.
- Ability to work with minimum supervision, establish priorities, assume responsibility and work to meet deadlines;
- Ability to work overtime if and when required;
- Good interpersonal skills, very good organizational skills.

Submissions of Interest:

Please send your recent resume and a cover letter to the following email address, with clear reference to the position and project in the subject line.

By e-mail to chuee@ifc.org

Or, submit your application through the following link:

<http://www.ifc.org/ifcext/careers.nsf/Content/CurrentOpportunities>

Closing date for applications: Jan. 10, 2008