

Program Manager China

PILnet: The Global Network for Public Interest Law (www.pilnet.org) is seeking applications for a China-based Program Manager, located in either Beijing or Hong Kong. The Program Manager will be responsible for the successful implementation of Pilnet's China programming, and will report to PILnet's Director for Asia. Beijing's programming involves overseeing multi-stakeholder initiatives aimed at strengthening China's legal implementation, as well as supply chain sustainability and compliance, including partnerships between public interest institutions and government, corporate, and university partners. The Program Manager will be responsible for project-cycle management and will work closely with PILnet's partners in implementing their project activities in China. Additionally, the Program Manager will work with the Director and Deputy Director for Asia to develop and implement a public-private non-profit partnership strategy. S/he will use his/her technical skills, education, experience, and country knowledge to accomplish the following tasks:

Key responsibilities

- Under the supervision of the Director for Asia, draft strategies, work plans, and task lists related to implementing the multiple projects within PILnet's China program;
- Together with the Director for Asia, be responsible for the successful and timely implementation of projects, assuring that project deadlines are met;
- Together with the Director for Asia, develop and implement a public-private non-profit partnership strategy for PILnet's public interest partners in fields of labor, environment, and sustainability;
- Oversee the China Program's communications with other PILnet offices worldwide
- Develop and assure compliance with monitoring and evaluation (M&E) plans for projects;
- Provide legal and organizational development technical assistance to partner organizations, particularly outside Beijing;
- Regularly monitor activities to identify potential challenges to achieving program objectives within established work plan timelines and M&E plan indicators, and propose measures to address them;
- Draft financial reports, donor reports, and quarterly reports on project activities;
- Keep abreast of developments in civil society activities and/or funding for civil society activities in China; and,
- Perform other tasks assigned by senior staff that are consistent with this job description.

Qualifications

- Masters Degree or higher degree in law, political science, international relations, public administration or related field.
- Fluency in spoken and written English. Proficiency in Mandarin.
- Minimum 5 years project management experience, including familiarity with basic principles of project-cycle management.
- Strong interest in public interest law, Chinese legal system development, rule of law issues, and law reform.
- Experience in Chinese government and university relations
- Strong interest in non-profit work and international cooperation projects.
- Collegial and eager to work as part of a small team.

Application instructions

The position is open to both Chinese and non-Chinese applicants. Salary is commensurate with experience.

To apply: Interested candidates should submit a CV and cover letter (in English and Chinese, preferably) that specifically addresses the candidate's suitability to perform the job responsibilities detailed above to: LLi@pilnet.org.

Deadline: April 15, 2016

Only those offered interviews will be contacted. **No phone calls, please.**

PILnet™ is an equal opportunity employer and encourages candidates of all racial, ethnic and religious backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation.