Position Description

Office Administrator – China

February 2020

About CIFF

The Children’s Investment Fund Foundation (CIFF) is an independent philanthropic organisation with offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers’ health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF’s child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation’s climate portfolio is driven by a vision of a climate-safe future for today’s children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can’t and we often elect to work on what can be controversial issues that others won’t. For example CIFF is pro-choice with respect to women’s reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 120 professionals globally. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit www.ciff.org

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don’t hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.
Job Description

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<th>Job Title</th>
<th>Office Administrator, China</th>
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<tr>
<td>Reports to</td>
<td>Head of Finance and Operations, China</td>
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<td>Location</td>
<td>Beijing</td>
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Main purpose of the role:

The Office Administrator will provide comprehensive and proactive support to the Head of Finance and Operations, China and the wider China team in CIFF China Office. This support will include diary management, travel planning, finance assistant and event management. The position requires broad administrative skills and a high level of efficiency.

The position will be privy to confidential information that requires the highest level of confidentiality and judgment. This is an excellent opportunity for an organised professional with excellent communications skills, who wants to be part of an exciting, growing and mission driven organisation.

The Exciting Opportunity

Position Responsibilities

- Complex diary management for the China team.
- Support in event planning; including internal team meetings and offsites. Support in the planning and co-ordination of high-level meetings, both internal and external.
- Arrange travel for the China team when necessary. Work with CIFF travel agents to organise flights, hotels, cars and visas. Occasional organisation of group travel for the team.
- Support China Manager to manage the China team meetings agenda and follow up actions.
- Undertake projects that support the corporate agenda
- Support crisis management process for China Office.
- Support finance and HR management process for China Office.
- General administrative duties including meeting room set, management and support for central administrative tools, business card input, and stationery replenishment, etc.
- Support smooth running of office infrastructure
- Ad hoc administrative tasks when required.

The Talented Individual

Qualifications & Experience

- A relevant Bachelor level degree or above with excellent administrative skills.
- Strong administrative experience (preferably above 3 years), working for a team or individual in a busy and complex environment; good experience as a scheduler.
- Excellent attention to detail.
- Strong interpersonal skills: engages with others to get the best out of them; works well as part of a team.
- Professional, sound independent judgment, strong organisational and project management skills and the ability to be flexible as priorities and needs change.
- Highest ethical standards, confidentiality and personal integrity.
- Outstanding communications skills and strong oral & written English and Mandarin is required.
- Ability to work unsupervised, a motivated self-starter, with strong problem solving and multi-tasking skills.
- Ability to work well under pressure
- Proficient in all areas of Microsoft, ability to learn new packages, when required.
- Numerate, with a good understanding of basic budget processes

The Culture Contribution

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!

CIFF Values

**Honest:** We value our own integrity and never shy away from the truth. We learn from our mistakes, we stay accountable and we use feedback as a tool for success.

**Supportive:** We use our experience to bring out the best in each other. When the pressure’s on we join forces. When one of us succeeds, we celebrate together.

**Entrepreneurial:** We’re always searching for new opportunities to do more and push boundaries. We constantly ask ourselves ‘What if?’

**Passionate:** We’ve each come to CIFF to change the world for children. So we’re bold and daring in our approach. We know that with the right people and the right resources, there’s nothing we can’t achieve together.

**Problem solving:** Solving issues is part of our everyday. We use every problem as a learning experience: to investigate, to ask for help, to think outside the box.

**Collaborative:** In CIFF’s people and partners you’ll find subject experts from around the world. We understand the power of bringing this experience and expertise together to change children’s lives.