

招聘 | CICDC 诚聘一名课程主管

中国-国际货币基金组织能力建设中心（CICDC）诚聘一名课程主管

职位名称：课程主管

职位地点：北京、上海（中心办公地址迁至上海前，需在北京工作一段时间）

截止日期：2024年10月7日

申请方式：发送申请材料至 CICDCtraining@IMF.org

CICDC Course Administrator

About CICDC

The China-IMF Capacity Development Center (CICDC) is a collaborative venture between the IMF and the People's Bank of China (PBC). The aim of the CICDC is to help build strong economic institutions and foster human capacity development in the IMF's core areas of expertise, in China and in countries associated with the Belt and Road Initiative (BRI).

The CICDC was established in 2017 as part of China's commitment to significantly step up its support for the IMF's capacity development activities, both within China and beyond. With office currently based in Beijing (will move to Shanghai soon), the CICDC now hosts training centers in Dalian and Shenzhen, and CICDC-sponsored events also take place in other locations in or outside China. From March 2018 to May 2024, CICDC has offered 104 courses, including 89 courses in China and 15 sponsored courses outside China. 3,015 person times of government officials from 60 countries have participated in courses organized at the CICDC, including 2,566 from China and 449 from countries associated with BRI. 366 person times from 79 countries have benefited from CICDC-sponsored courses in other IMF training centers worldwide.

Duties and Responsibilities

- Assist the CICDC Director to compose CICDC annual work program and maintain/update the work program. Liaise between the Chinese government agencies, the IMF capacity development (CD) departments, and the Shenzhen/Dalian Training Center on composing the work plan.
- Manage CICDC's Belt and Road Initiative (BRI) courses: draft invitation letters to BRI countries. Work with administrative coordinators in IMF CD departments and course coordinators in various Chinese government agencies on BRI course logistics (IMF counselors and participants' visa information collection and facilitate their visa application, participants' course registration, participants' travel arrangement, respond to numerous queries on status of nomination and course administration, etc.).
- Manage CICDC's China-only courses: Work with administrative coordinators in IMF CD departments and course coordinators in various Chinese government agencies on course logistics (IMF counselors and participants' visa information collection and facilitate their visa application, participants' course registration, participants' travel arrangement, respond to numerous queries on status of nomination and course administration, etc.).

▪

- Assist the CICDC Director in organizing conferences/seminars.
- Complete other tasks as assigned by the CICDC Director.

Qualifications & Experience

- A bachelor's degree and above in Economics, Finance, Business, or other closely related field.
- Five plus years of relevant working experience is preferred. Experience with international organizations is highly desirable.
- Language: Strong oral and written English communication skills are required.
- IT Skills: High computer literacy; working experience on MS-Office (Word, Excel, Outlook, PowerPoint, and SharePoint) is a must. Knowledge of troubleshooting audiovisual and computer equipment and experience in databases (Access/PeopleSoft) will be an advantage.

Competencies

- Strong interpersonal and customer service skills with proven ability to deal tactfully and in a professional manner with officials from different cultures and background.
- Effective organizational and prioritization skills are essential, with proven ability to manage multiple tasks.
- Strong analytical and problem-solving skills required.
- Ability to work both autonomously and in a team environment under tight deadlines, showing initiative and acute attention to detail.
- Ability to effectively use the Internet for basic searches and to quickly grasp new technologies.

This position will be located in Shanghai. However, the candidate may need to work temporarily at the CICDC Beijing office before permanently locating to Shanghai.

How to Apply

Please submit a cover letter, resume, and the names and contact information of three references to CICDCtraining@IMF.org with the subject line "Course Administrator - Name". Deadline for application is October 7, 2024 (23:59 Beijing time). Only shortlisted candidates will be contacted.