



CSI in China – Secretariat staff recruitment notice

水泥可持续发展倡议行动组织中国区秘书处人员招聘启事

China Chief Liaison Officer, Cement Sustainability Initiative (CSI)

水泥可持续发展倡议行动组织 (CSI) 中国区首席联络官 (CLO)

Overview 概况

The Cement Sustainability Initiative (CSI) [www.wbcscement.org] is a global effort by 23 leading cement producers, with operations in more than 100 countries. Collectively these companies account for around 30% of the world's cement production and range in size from very large multinationals to smaller local producers. All CSI members have integrated sustainable development into their business strategies and operations, as they seek strong financial performance with an equally strong commitment to social and environmental responsibility. The CSI is an initiative of the World Business Council for Sustainable Development (WBCSD) [www.wbcscd.org]. In China, 4 local and 3 international cement manufacturers are members of the CSI: China National Building Materials (CNBM), China Resources Cement, West China Cement, Tianrui Cement, LafargeHolcim, CRH & Taiheiyo Cement.

水泥可持续发展倡议 (CSI) [www.wbcscement.org] 汇聚了全球廿三家领先水泥生产商，覆盖超过 100 个国家。成员单位的业务规模从大型跨国企业至小型的本土水泥生产商不等，全体成员水泥总产量约占全球水泥总产量约三成。各 CSI 成员在追求理想的业务表现的同时，亦坚决履行对环境和社会的企业责任，故各成员单位均已将持续发展的理念揉合於商务策略和营运操作中。CSI 为世界可持续发展工商理事会 (WBCSD) [www.wbcscd.org] 辖下项目组织。CSI 成员共有四家中国企业和叁家国际水泥生产商在中国有营运业务，包括：中国建材 (CNBM)、中国华润水泥、中国西部水泥、天瑞水泥、拉法基豪瑞、老城堡和太平洋水泥。

Duties & responsibilities 工作範圍和职责

- Position reports directly to the Director, CSI based in Geneva global Secretariat office, he/she will be responsible for the overall running of the CSI in China Secretariat office.
CLO一职直接向日内瓦CSI总秘书处的总监汇报，负责CSI中国区秘书处的整体运作。
- Oversee planning and delivery of all activities defined in the work plan established. Supervise the work of other personnel working for the CSI in China Secretariat.
监督策划以至执行由日内瓦秘书处与中国区联席主席全力合作制定的工作计划内的各项活动，监督CSI中国区秘书处其他人员的工作。
- Maintain close and regular communications with senior management team of member companies in China to ensure the most efficient alignment with the CSI global work program and strategy.
与各中国区成员企业的高层管理团队保持紧密且定期联系，以确保中国区工作与CSI全球的工作方案和战略充分配合。
- Strengthen communications with local partners and government departments.
加强与地方合作伙伴和政府部门的沟通工作。
- Participate in regular conference calls with global members. When needed, accompany senior managers from Chinese companies (CEO level) to attend global meetings.
参与跟全球成员联系的定期电话会议。有需要时，陪同中国企业的高层管理人员（如首席执行官）参加全球层面会议。

- Anticipate regulatory requirements and/or new development trends in the Chinese industry relevant to the CSI and advise appropriate course of action in China & globally.

就中国水泥行业的发展趋势以至对行业监管要求的制定作适当评估和合理预计，就与CSI相关事项，向CSI中国区和全球成员建议适当相应行动。

- Responsible for growing CSI in China membership, identify prospect members, assist in membership discussion and take a lead in new member integration in China.

负责招揽CSI中国区新成员，寻找有兴趣和潜力加入CSI的企业，开展接触以至建立沟通，并负责领导新成员的融合工作。

Competencies & expected profile 所需具备条件和预期个人背景

- Fluent in both written and oral English and Chinese (Putonghua), one of the two being the native language, capable of conducting meeting interpretation.

操流利英语（对话和书写）和中文（普通话），两者其中一个是母语。能够应付会议上直接传译。

- Postgraduate degree with sound professional experience in the cement industry. Exposure with sustainable development of building materials sector in China will be a definite advantage.

硕士或以上学历，对水泥行业具备相当专业经验。在中国建材行业的可持续发展方面有经验者优先者占优。

- Well-versed in working with external organizations outside the business world, e.g. government departments, industry bodies, NGOs, civil societies, research institute etc. International exposure strongly preferred.

精通与商界以外的组织工作，例如政府部门、行业机构、非政府组织、民间团体、研究所等。如具备国际经验更佳。

- Possess the seniority & competencies to interact directly with senior personnel in member companies & partners; at the same time, to be flexible with a can-do attitude to work in this relatively small team.

具备相当资历和影响力，可以直接与成员企业和合作伙伴的高管人员进行互动。同时要愿意采取灵活的态度，弹性调整以适应在一个较小的团队中工作。

- Available and willing to accommodate some domestic travel within China and occasional international travel abroad.

可以并愿意公务出差，主要是国内地点，偶而也需要出国。

- Ideal candidate to have 15+ years relevant working experience. Demonstrate enthusiasm & initiative, autonomous with advanced people skills, proven project management experience.

理想人选应具备十五年以上工作经验。须展示专业热忱、主动积极的态度、独立工作能力、人际交往技能及熟练的项目管理经验。

Remuneration & conditions 报酬与工作条件

The WBCSD-CSI offers competitive employment conditions and salary, a flexible working environment and the chance to join a team of professionals who share the motivation to deliver business solutions for a sustainable world.

WBCSD-CSI提供具有竞争力的就业条件和薪酬、灵活的工作环境。理事会的工作团队汇集一班分享共同愿景的专业人士，致力为世界可持续发展打造有效解决方案。

- Salary & benefits: Determine according to qualification, experience and skills of candidate.

薪酬与福利：视乎应聘人员资历、经验和技能而定。

- **Workplace:** To be based in Beijing with occasional travel in China and abroad.
工作地点: 办公地点在北京, 偶而需国内外公务出差。
- **Duration:** Regular continuous labour contract, with specified probation & notification period.
合约安排: 标准劳工合约, 有定明试用期及辞工通知期。
- **Start date:** As soon as possible.
履新日期: 尽快

How to apply 申请渠道

- Qualified candidates should send their application to cement@wbcsd.org. All applications should include a motivation letter (in English) & resume (in bilingual), accompanied with copy of qualification and reference letter(s).
合资格人士请以电邮提呈求职申请 (cement@wbcsd.org) 所有申请均需包括以英文书写说明求职意愿的函件、履历表中英文双语版, 并随附资历证明和推荐信副本。
- **Application deadline: 24 April 2017;** late submission would not be considered. The CSI will only respond to candidates selected for the interview process.
申请截止日期: **2017年4月24日;** 迟交者不予考虑。只有入选面试的求职者会收到CSI的回覆。



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水泥可持续发展倡议行动组织中国区秘书处人员招聘启事

Office Assistant, Cement Sustainability Initiative (CSI) in China

水泥可持续发展倡议行动组织（CSI）中国区办公室助理

Overview 概况

The Cement Sustainability Initiative (CSI) [www.wbcscement.org] is a global effort by 23 leading cement producers, with operations in more than 100 countries. Collectively these companies account for around 30% of the world's cement production and range in size from very large multinationals to smaller local producers. All CSI members have integrated sustainable development into their business strategies and operations, as they seek strong financial performance with an equally strong commitment to social and environmental responsibility. The CSI is an initiative of the World Business Council for Sustainable Development (WBCSD) [www.wbcd.org]. In China, 4 local and 3 international cement manufacturers are members of the CSI: China National Building Materials (CNBM), China Resources Cement, West China Cement, Tianrui Cement, LafargeHolcim, CRH & Taiheiyo Cement.

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Duties & responsibilities 工作範圍和职责

- Reporting to the China in China Chief Liaison Officer (CLO), he/she shall be the main day-to-day contact at working level for member companies in China.
办公室助理一职向CSI中国区首席联络官（CLO）报告，为CSI成员企业在中国日常工作接洽点。
- Coordinate, organize and arrange all activities defined in the work plan established.
按照所订立的工作计划，协调、组织和安排CSI中国区的一干相关活动。
- Support the CSI in China CLO in communications with member companies. Ensure all documents and other correspondence are translated between English & Chinese as needed to facilitate timely and efficient cooperation and coordination.
支援中国区首席联络官与成员企业保持密切和定期的沟通。提供中英文翻译，确保所有文件通信以适当的语言传达，达致及时和有效的对话与合作。
- When needed, accompany senior managers from Chinese companies (CEO level) to attend global meetings.
有需要时，陪同中国企业的高层管理人员（如首席行政官）参加全球层面会议。
- Organize training, workshops and meetings, set agendas, support development of training materials, translate meeting documents, produce minutes, and take follow-up coordination actions.
组织各项培训活动、工作坊和其他会议。负责工作包括拟定议程、支援开发培训教材、翻译会议文件、撰写会议纪要并於会后作后续跟进协调。

- Build and maintain a contact list of local suppliers and key media outlets. Monitor and report on main cement/sustainability news in China.
建立当地供应商和主要媒体的联系人列表。监测和在中国关于水泥行业和可持续发展的重要新闻报道。
- Update CSI in China website in a timely manner.
及时更新CSI中国区网站。

Competencies & expected profile 所需具备条件和预期个人背景

- Fluent in both written and oral English and Chinese (Putonghua), one of the two being the mother language, capable of conducting meeting interpretation.
操流利英语（对话和书写）和中文（普通话），两者其中一个是母语。能够应付会议上直接传译
- University graduate with some working experience, preferably in an industry linked to the building materials sector in China. International exposure will be a definite advantage.
大学本科毕业，具备数年在中国的工作经验，最理想是曾经在建材有关企业工作。如具备国际经验更佳。
- Available and willing to accommodate some domestic travel within China.
可以并愿意公务出差，主要是国内地点。
- Ideal candidate to have 5+ years relevant working experience. Demonstrate enthusiasm, strong communication skills; available and willing to travel as needed.
理想人选应具备五年以上工作经验；须展示专业热忱、沟通能力要强。

Remuneration & conditions 报酬与工作条件

The WBCSD-CSI offers competitive employment conditions and salary, a flexible working environment and the chance to join a team of professionals who share the motivation to deliver business solutions for a sustainable world.

WBCSD-CSI提供具有竞争力的就业条件和薪酬、灵活的工作环境。理事会的工作团队汇集一班分享共同愿景的专业人士，致力为世界可持续发展打造有效解决方案。

- **Salary & benefits:** Determine according to qualification, experience and skills of candidate.
薪酬与福利：视乎应聘人员资历、经验和技能而定。
- **Workplace:** To be based in Beijing with occasional travel in China and abroad.
工作地点：办公地点在北京，偶而需国内外公务出差。
- **Duration:** Initial fixed-term labour contract for 1-year with possibility for renewal.
合约安排：首年先订一年期劳工合约，约满可获续约。
- **Start date:** As soon as possible.
履新日期：尽快

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合资格人士请以电邮提呈求职申请（cement@wbcsd.org）所有申请均需包括以英文书写说



明求职意愿的函件、履历表中英文双语版，并随附资历证明和推荐信副本。

- Application deadline: **24 April 2017**; late submission would not be considered. The CSI will only respond to candidates selected for the written test and/or interview.

申请截止日期: **2017年4月24日**; 迟交者不予考虑。只有入选笔试 / 面试的求职者会收到 CSI 的回复。