## Job Description

## Project Coordinator for the Carter Center’s Access to Information Project in China

For the China activities of the Carter Center’s Access to Information (ATI) Program, we are looking for a Project Coordinator to support the forthcoming activities until the end of 2012. The coordinator needs to perform as interface between the Carter Center’s US office and the project activities in China. Being fluent in spoken and written English and Chinese, the coordinator needs to be self-motivated and show a pro-active work approach. The coordinator’s tasks include:

1. Offer general support services to The Carter Center’s access to information programming in China.
2. Organize logistics for ATI events, forums, workshops, trips, accommodations, transportation, meetings, awareness raising, training and other arrangements for the Carter Center staff, consultants, workshop participants, setting and confirming appointments agenda and meetings
3. Support the development of the Chinatransparency.org website. This may include content update and development, managing volunteer contributors, and designing new features
4. Participate in team meetings, awareness raising events, trainings and preparing meeting notes as required
5. Attend events hosted by project partners or other relevant institutions in the field of transparency and submit event summaries to the Carter Center
6. Assist in drafting and distributing to relevant persons, reports, briefing materials and other documents related to ATI project, as requested
7. Support creation of appropriate materials, included but not limited to brochures, guidebooks, manuals.
8. Maintain contact with the Center’s Atlanta staff on a regular basis. Send weekly reports of project activities and any critical substantive updates.
9. Provide updates and support to the Project Manager to ensure the correct implementation of activities according to the project proposal and operational plan (description of each activity, timeline, assigned budget), compliance with the project’s timeline and cash flow, and adhering to the Center’s procedures for purchasing goods or services for the project.
10. Carry out field office operations and overall field office budget management, including:
	* 1. Maintain regular office hours and administrative duties, including but not limited to answering Carter Center ATI-related telephone calls, e-mails and faxes
		2. Keep office documents and files organized and easily accessible
		3. Manage electronic files
		4. Review invoices and process approved local payments
		5. Track project expenditures and input them into financial records
		6. Provide monthly reporting of financial expenditures and submission of receipts
		7. Capture and maintain database of contacts
11. Perform other tasks as assigned.

Interested candidates should send their CVs in English to Project Lead of the Carter Center’s ATI project in China, Dr. Lu Yiyi (yiyilu2011@hotmail.co.uk) and the Carter Center’s Advisor in Beijing, Dr Thomas Hart (thomas@information-society.de)

### Background

The Carter Center, based in Atlanta, Georgia, is a non-governmental and non-profit organization founded by former U.S. President Jimmy Carter and former First Lady Rosalynn Carter in 1982. The Center is dedicated to fighting disease, waging peace, and building hope all over the world.

The Carter Center is a recognized global leader on the issue of access to information (ATI), with experience working closely with governments and civil society in countries such as Jamaica, Bolivia, Nicaragua, Mali and Liberia to support the establishment and full implementation of ATI norms.

Over 90 countries worldwide have passed ATI legislation. However, establishing a vibrant ATI regime can be a long and difficult process, requiring technical assistance and advice. Through our decade of experience, The Carter Center has become a leader on the issue of passage, implementation and enforcement of ATI regimes. .

The Carter Center’s ATI Project is working to strengthen the functioning of the Open Government Information regime in China. The Center’s OGI initiative is comprised of three main pillars: supporting OGI implementation through pilot projects; materials development and transparency-related website ([www.chinatransparency.org](http://www.chinatransparency.org)); and encouraging policy development and OGI interpretation based on international experiences and best practice. This approach allows the Center to work at the most local level through pilot initiatives focused on implementation, at the higher level with multi-stakeholder policy fora, and most broadly through the development of materials and the Chinese and English language websites to raise general awareness and disseminate key OGI-related information.