

Major Duties and Responsibilities:

Work in UNICEF's office in Beijing on working days to process information entry and checking, contract management, program execution and business coaching. 20 days per month. The contractor is eligible for 1.5 days of paid leave per month in addition to UN holidays. Details please find from following major task/deliverables and timeframe.

| | Task | Deliverable |
|----|-----------------------------------|--|
| 1. | Processing entries: | <p>Operate and check the one-off donation automation data in a timely manner as well as carry out all activities related to the routine operation of the database.</p> <p>1.1 Support in 2022 digital & TM &house campaigns' data import work. 1.2 Consolidate financial data and submit related reports. 1.3 Raise any data-related issues to supervisor. 1.4 Escalate one-off automation data issue and coordinate</p> |
| 2. | Donor care materials: | <p>Delivery donor care materials timely.</p> <p>2.1 conduct email campaigns as per plan. 2.2 Follow up creative design or adapt layout for above materials. 2.3 Prepare related sending reports. 2.4 Communicate with vendors to execute the production of supporter certificate letter package. 2.5 Communicate with other team members to ensure related physic material is well prepared for the retention campaigns.</p> |
| 3. | Assistance on internal process | <p>3.1 Under guidance and monitoring of supervisor, move forward vendor contract and vendor payment process. 3.2 After supervisor and management confirmation, communicate with vendor to ensure business requirements delivered clearly and executed with no error.</p> |
| 4. | Automation program support | <p>Provide assistance to carry out pledge donation data automation project per requested.</p> <p>4.1 Provide assistance of organizing resources to coordinate and deploy the automation program 4.2 Communicate with relevant colleagues for better execution of the program 4.3 Testing and monitoring the progress of automation to find, report and assist and problem solve as needs be.</p> |
| 5. | Other work assigned by supervisor | <p>Providing coaching for related colleague to better execution of business. Providing assist for team admin and coordination with other teams and department.</p> |