

ABOUT THIS RECRUITMENT PROCESS

Civic Exchange is undertaking a new Project described below (see “*About the Project*”). Four new positions will be created for this project:

1. Stakeholder Co-ordinator No. 1 (Both English and Cantonese required)
2. Stakeholder Co-ordinator No. 2 (English required, Cantonese optional)
3. Mainland Stakeholders Co-ordinator
4. Web, PR & Registrations Officer

These are discussed in more detail below. An applicant may apply for any or all positions.

Recruitment will be listed in www.jobsDB.com and on the Civic Exchange website www.civic-exchange.org.

ABOUT THE ORGANIZATION

Civic Exchange (formerly Civic Exchange Limited) is an independent Hong Kong-based public policy think tank, registered as a company with limited liability under the Companies Ordinance (Certificate of Incorporation No. 732684 dated 27 September 2000). Civic Exchange became a charitable institution as per the IRD requirements on 25 March 2002. Civic Exchange’s objectives are to:

1. Promote civic education, conduct research and publicize the results to provide objective and balanced information to the public concerning economic, social and environmental issues; and
2. Undertake research on development of economic, social and political policies and practices to help shape the breadth and depth of public policy debate.

Civic Exchange has solid experience in climate change, air quality, energy, environment, and sustainable development research, and it is the creator of the concept of *Sustainability Tools*. Civic Exchange works in a multi-disciplinary manner and collaborates with a range of experts including scientists, economists, political scientists, architects, planners and public health specialists to conduct research. We are well-connected to some of the world’s best climate change thinkers and environmental practitioners, as well as significant institutions.

For more information, visit our website at www.civic-exchange.org

Civic Exchange is an equal opportunity employer and is committed to eliminating all forms of discrimination against disability, sex/gender, marital status, pregnancy, family status, race, sexual orientation and age in the workplace.

ABOUT THE PROJECT

Civic Exchange is organizing a five-day climate change event called “*Low Carbon Living for Low Carbon Cities*” to be held in Hong Kong next year, 3 to 7 November 2010.

The aim of the Conference is to:

- Raise awareness about the urgency, scale, risks, opportunities and global nature of climate change;
- Highlight action and opportunities for further action by showcasing local and international public and private initiatives to tackle climate change;
- Raise Hong Kong’s international profile as a meeting place for climate change ‘thought-and-action’;
- Build capacity amongst experts and professionals through international exchange of best practice, expertise and experience; and
- Encourage discussion on the transformation of the Pearl River Delta into a low carbon high quality living region.

Over the five days of the event, we anticipate over 2,000 delegates will attend, with more than 50 international and local experts speaking on all aspects of the climate change debate, including science, sustainable development, economics, politics, and policy implementation. The event is being sponsored by the ‘Environment & Conservation Fund’ of the Hong Kong Special Administrative Region Government (HKSAR).

To summarize the five days:

Day 1 – Wednesday, 3 November 2010 – ‘**The Science Day**’ – An up-to-date grounding in the science of climate change using a multi-disciplinary perspective.

Day 2 – Thursday, 4 November 2010 – ‘**Thought-&-Action Day**’ – The key socio-economic, financial, developmental, and international political implications arising from the latest scientific developments discussed on Day 1.

Days 3 & 4 – Friday & Saturday, 5 & 6 November 2010 – ‘**C40 Cities Days**’ – Actions that members of the C40 Cities–Climate Leadership Group are taking and will take to create urban centres of low carbon living. These days are being co-organized by the HKSAR’s Environmental Campaigns Committee.

Day 5 – Sunday, 7 November 2010 – ‘**The Youth Day**’ – An event to engage young people in Hong Kong.

Of equal importance to the event itself is that, throughout 2010 in the lead-up to the Conference, Civic Exchange hopes to galvanize and energize many stakeholder groups and organizations in Hong Kong to support the drive to build a low carbon economy. Additionally, we hope to encourage attendance by key stakeholders from Mainland China.

POSITIONS 1 & 2 – STAKEHOLDER CO-ORDINATORS

Job Duties:

- Responsible to the Project Manager.
- Liaise with key stakeholder groups, develop contacts and networks within these groups, keep them informed of the Conference programme, and provide a point of contact for them on information relating to the Conference. See below for a list of some of the relevant stakeholder groups.
- Develop a simple database of contacts and record significant interactions with stakeholder groups.
- Provide strategy input into the design of Conference sessions and breakout groups to enhance the participation of stakeholders.
- Organize pre-conference briefings, workshops and dialogues to ensure discussion at Conference moves more speedily to solutions and actions.
- Encourage stakeholder groups to organize their own pre-Conference briefings, workshops and dialogues.
- Periodically attend meetings with and provide reports to the Project Management Team,
- Provide a brief (no more than 5-page) report to the Project Manager at the end of the project, including the contacts database and record of interactions, comments on achievements and challenges, and any suggestions for future interactions with stakeholders on climate related initiatives.
- **Stakeholder Co-ordinator No. 1** will be required to particularly focus on Cantonese-speaking stakeholders.

Stakeholder groups (this is not an exhaustive list):

- Energy, Transport and Infrastructure:
 - Power/ energy,
 - Transport (including road transport, public transport, shipping, aviation),
 - Building sector (including construction, architecture, and property management),
 - Urban planning and urban design.
- Services:
 - Legal and Finance,
 - Retail,
 - PR & Marketing.
- Public Service:
 - Government (particularly the relevant agencies, such as the Environment Bureau and Environmental Protection Department, Departments of Planning, Transport, Health, and Building),
 - Legislative and District Councillors.
- Non-Profit:
 - Community groups and NGOs (particularly environmental groups, public health groups, and youth groups),
 - Education:
 - Research and academia,
 - Educational institutions and schools.
- International:
 - International development,

- Member cities of the C40 Cities Climate Leadership Group (see <http://www.c40cities.org/>).

Basic entry requirements:

1. Experience in dealing with a range of stakeholder groups. The successful candidate will be expected to manage a number of these groups. **Stakeholder Co-ordinator No. 1** will be required to manage Cantonese-speaking groups (or sub-groups). It is not essential to have prior experience with all of these groups.
2. Understanding of climate change as an issue of critical global importance and understanding of the way in which cities contribute to both the problem and to solutions.
3. Excellent communication and networking skills.
4. Both Stakeholder Co-ordinators must have a strong command of written and spoken English. For **Stakeholder Co-ordinator No. 1**, a strong command of Cantonese and written Chinese (traditional) is also essential. For **Stakeholder Co-ordinator No. 2**, proficiency in Cantonese and written Chinese is not essential.
5. Strong ability to work under pressure, self motivated, and willingness to work in a team, in the context of a small NGO.
6. Strong organizational skills.

Terms of appointment:

- The position begins on a part-time basis (7 days a month) from recruitment (expected to be late December 2009/early January 2010) to 31st March 2010. Then the position becomes full-time from 1st April 2010 to 1st December 2010.
- There is some flexibility with these dates, within the constraints of the budget.
- The successful applicant could be employed as an employee or consultant depending on the applicant's preference.

Application procedure:

- Applicants must email an application in English to Civic Exchange at recruit@civic-exchange.org no later than **5.00pm Hong Kong time on Thursday, 24th December 2009**. The application must clearly state which position the applicant is applying for and must be compatible with Word 1997-2004.
- A shortlist of candidates for interview is expected to be developed in late-December, with interviews and a selection made by early January 2010.
- Applicants should provide the following:
 - (a) A statement addressing the Basic Entry Requirements (no more than 3 pages);
 - (b) A Curriculum Vitae (no more than 3 pages);
 - (c) Telephone and email details for three referees; and
 - (d) Expected salary.

Enquiry contacts:

- Applicants should contact Ms Iris Chan at Civic Exchange on +852 2893 0213 or info@civic-exchange.org.

Closing date of application:

- 5.00pm (Hong Kong time), Thursday, 24th December 2009.

POSITION 3 – MAINLAND STAKEHOLDER CO-ORDINATOR

Job Duties:

- Responsible to the Project Manager.
- Assist in the identification of key Mainland China personnel from Government, municipalities, power, transport, construction and property management sectors, community groups, and research and educational institutions.
- Investigate proper protocols and avenues for issuing invitations. Act as a point of contact on visas and permissions.
- Maintain close contact with Mainland invitees in the lead-up to the Conference.
- Where required, organize pre-conference Mainland briefings to ensure discussion at Conference moves more speedily to solutions and actions.
- Attend relevant networking opportunities at meetings and conferences in the Mainland and Hong Kong.
- Ensure attendance of Mainland invitees and act as chaperone/guide during Conference events.
- Develop a simple database of contacts and record significant interactions with Mainland stakeholders.
- Provide strategy input into the design of Conference sessions and breakout groups to enhance the participation of Mainland stakeholders.
- Periodically attend meetings with and provide reports to the Project Management Team,
- Provide a brief (no more than 5-page) report to the Project Manager at the end of the project, including the contacts database and record of interactions, comments on achievements and challenges, and any suggestions for future interactions with Mainland stakeholders on climate related initiatives.

Basic entry requirements:

1. Experience in dealing with a range of stakeholder groups in Mainland China.
2. Understanding of climate change as an issue of critical global importance.
3. Excellent communication and networking skills.
4. Strong command of Mandarin and written Chinese (simplified).
5. Strong command of spoken and written English.
6. Strong ability to work under pressure, self motivated, and willingness to work in a team, in the context of a small NGO.
7. Strong organizational skills.

Terms of appointment:

- The position begins on a part-time basis (half-time) from recruitment (expected to be February 2010) to 31st May 2010. Then the position becomes full-time from 1st June 2010 to 1st December 2010.
- There is some flexibility with these dates, within the constraints of the budget.
- The successful applicant could be employed as an employee or consultant depending on the applicant's preference.

Application procedure:

- Applicants must email an application in English to Civic Exchange at recruit@civic-exchange.org no later than **5.00pm Hong Kong time on Thursday, 24th December 2009**. The application must clearly state which position the applicant is applying for and must be compatible with Word 1997-2004.
- A shortlist of candidates for interview is expected to be developed in late-December, with interviews and a selection made by early January 2010.
- Applicants should provide the following:
 - (a) A statement addressing the Basic Entry Requirements (no more than 3 pages);
 - (b) A Curriculum Vitae (no more than 3 pages);
 - (c) Telephone and email details for three referees; and
 - (d) Expected salary.

Enquiry contacts:

- Applicants should contact Ms Iris Chan at Civic Exchange on +852 2893 0213 or info@civic-exchange.org.

Closing date of application:

- 5.00pm (Hong Kong time), Thursday, 24th December 2009.

POSITION 4 – WEB, PR & REGISTRATIONS OFFICER

Job Duties:

(a) General:

- Responsible to the Communications Manager.
- Periodically attend meetings with and provide reports to the Project Management Team.

(b) Web & PR:

- Write and upload Chinese and English versions of weekly items on the Conference website ('Stop Press', Features, etc) and maintain an RSS feed.
- Upload Chinese and English revisions to the Conference website Programme and Speakers pages as required.
- Liaise with speakers to obtain presentations and, after the conference, standardize and upload speakers' presentations.
- Upload Chinese and English versions of event reports and materials post-conference.
- Proof-read translated materials.
- Research tasks as required by the Communications Manager.

(c) Registrations:

- Manage the process for delegate registrations.
- Liaise with delegates who have trouble registering.
- Liaise with web developer about problems with the Registration System.
- Manage automatic confirmation system.
- Manage delegate cancellations or changes of delegate details.
- Convert registration details for mail-merging (name labels etc.)
- Monitor registrations to avoid over-registration and report to Communications Manager when target is approaching.
- Produce weekly reports of registrations.
- Collate a consolidated list of registrants after the Conference.

Basic entry requirements:

1. Computer proficiency (including Chinese word processing) and ability to learn and manage web based processes.
2. Strong command of written and spoken English, Cantonese and written Chinese (traditional). Some proficiency in Mandarin would be desirable but not essential.
3. Ability to manage web content in both English and Chinese.
4. Ability to write and/or track short articles and news items for websites.
5. Excellent attention to detail and ability to keep track of numerous small changes in detail.
6. Responsiveness to supervisor's instructions to make changes on the website in a timely manner.
7. Responsiveness to delegate's requests to make changes to registration details in a timely manner.
8. Good customer relations skills and ability to remain calm and polite with difficult registrants.
9. Some understanding of climate change as an issue of critical global importance would be desirable but not essential. The ability to get up-to-speed quickly with climate change language and concepts is more important.

10. Strong ability to work under pressure, self motivated, and willingness to work in a team, in the context of a small NGO.
11. Strong organizational skills.

Terms of appointment:

- The position begins on a part-time basis (one-sixth time) from recruitment (expected to be early January 2010) to 30th June 2010. Then the position becomes full-time from 1st July 2010 to 31st December 2010.
- There is some flexibility with these dates, within the constraints of the budget.
- The successful applicant could be employed as an employee or consultant depending on the applicant's preference.

Application procedure:

- Applicants must email an application in English to Civic Exchange at recruit@civic-exchange.org no later than **5.00pm Hong Kong time on Thursday, 24th December 2009**. The application must clearly state which position the applicant is applying for and must be compatible with Word 1997-2004.
- A shortlist of candidates for interview is expected to be developed in late-December, with interviews and a selection made by early January 2010.
- Applicants should provide the following:
 - (a) A statement addressing the Basic Entry Requirements (no more than 3 pages);
 - (b) A Curriculum Vitae (no more than 3 pages);
 - (c) Telephone and email details for three referees; and
 - (d) Expected salary.

Enquiry contacts:

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