

## **PACIFIC TRADE INVEST CHINA**

*Pacific Trade Invest China (PTI China) is the lead trade and investment promotional agency of the Pacific Islands Forum Secretariat based in Beijing, China. It is mandated by Pacific forum leaders to develop and promote Pacific Islands Exports, Investments and Tourism in China. PTI China provides services to 16 Pacific Island Countries: Cook Islands, Fiji, FSM, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tahiti, Tonga, Tuvalu and Vanuatu.*

## **WE ARE LOOKING FOR AN INVESTMENT MANAGER**

### Core purpose of the Role:

To lead and manage the PTI China Investment program to drive investments from China in to the Pacific region.

### Responsibilities:

- Develop and implement strategies and programs to promote sustainable Chinese investment in the Pacific Island Countries;
- Identify, evaluate, assist and advise Pacific Island businesses to develop investment proposals including impact investment ready projects for presentation to investors;
- Develop and build a network of industry networks including investors, government, financial services, legal and other service providers and partners;
- Match investors to Pacific Island businesses and provide information, introductions and other facilitation for investment decision-making;
- Develop and manage a program of key events, representational and networking opportunities to generate investment leads and opportunities;
- Coordinate with Communications team to promote investment in media and social media;
- Manage the CRM database of investment contacts and accounts;
- Assist in preparing PTI China reports;
- Any other tasks as required by the Trade Commissioner.

### Experience

- Working with an international organisation, international corporation or an international non-governmental organization;
- At least 5 years in project / programme management, public relations and business development;
- Proven track record of assessing viable commercial investment projects and achieve trade and investment related outcomes;
- A level of understanding of emerging trends of social impact investments;

Knowledge & Skills:

- A good understanding of pacific countries investment policies and regulations;
- Familiar with a Customer Relationship Management concept and system is preferred;
- Ability to establish effective working relation in multi-cultural and cross-functional environment;
- Very good knowledge of computers (IOS system, word processing, spreadsheets, eCalendar, emails, skype etc.);
- Excellent in communications and presentation skills (use of PowerPoint);
- Experience in planning and budgeting;
- Ability to prioritize, work to tight deadlines and handle multiple tasks.

Education:

- A tertiary qualification in international relations, economics, finance or other related tertiary qualification as required.

Languages:

Exceptional / advanced skill in spoken and written English and Chinese.

This is a fantastic opportunity for a candidate with a 'can do' attitude and the ability to work within a complex social and political environment in the Pacific.

Deadline for all applications is Friday 13 September 2019. Please submit your applications to Cathy Chen, Office Manager of PTI China at [cathy.chen@pacificttradeinvest.org.cn](mailto:cathy.chen@pacificttradeinvest.org.cn).

All applications must be in English and includes a resume and a short cover letter.