



CHINA REPRESENTATIVE

POSITION SPECIFICATION

September 2009

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AMMAN * BEIJING GENEVA * LONDON * SAO PAULO * WASHINGTON, D.C.



ABOUT ACCOUNTABILITY

AccountAbility is a highly-reputed international non-profit organisation committed to advancing accountability innovations that promote sustainable development. Breakthrough initiatives include our work on responsible competitiveness, collaborative governance and standards for sustainability. Our work is delivered through three pathways, standards, policy research and services. Uniquely placed as a leading advocate of sustainable development solutions for business, civil society and the public sector, we partner with some of the most influential and dynamic people and organizations focused around our national and regional bases in Amman, Beijing, Geneva, London, Sao Paulo, and Washington DC.

We have included at the end of this Position Description some quotes from some of our partners.

ACCOUNTABILITY IN CHINA

AccountAbility has had a presence on the ground in China since 2007. However, our activities in China precede this: in 2005, we launched in Shanghai our global signature report, the State of Responsible Competitiveness, together with the UN Global Compact, and initiated work with the Development Research Centre and through a business-focused partnership with the Chinese Federation of Corporate Social Responsibility. Since then, we have deepened our work on the links between Chinese competitiveness and business and policy approaches to sustainable development at national, provincial and business levels. In addition, we have built a portfolio of successful service engagements with some of China's largest companies and work with a wide range of stakeholders on our AA1000 series of standards for sustainability reporting assurance and stakeholder engagement.

BUILDING ACCOUNTABILITY'S CONTRIBUTION

Our vision and strategic intention is to grow our contribution to China's development by deepening and broadening our work in China, and also to extend our China-relevant work internationally. To achieve this, we have completed our formal registration, established an office in Beijing, and are now looking to grow our China-based team as well as broadening the China-facing expertise of our international team.

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Achieving our vision depends on the recruitment of the right Representative to lead our work in China, which relies on its domestic growth as well as its effective integration with and leverage of our international work. Our Representative will take her or his place in AccountAbility's international leadership team, and in this role be responsible for focusing our strategy, improving our programme-design and delivery, building resources and strengthening our key relationships in China and elsewhere that make our increased contribution possible in practice.

THE REPRESENTATIVE JOB

Our Representatives are a crucial driver of our growing success internationally. For this reason, leadership qualities are the key to success rather than specific technical expertise or professional qualifications. A successful Representative will embrace AccountAbility's aspirations to contribute to real and sustainable development by developing and advocating innovative approaches to overcoming restricting norms and behaviour, essentially thinking and inventing out of the box and communicating the practicality of unconventional solutions. Furthermore, a successful Representative will be excited and contribute to building our organisational culture, formed in part by the diversity of our global team and the manner in which we connect through the extensive use of communication technology and cross-border teaming. Although a non-profit organization, we have a dynamic entrepreneurial culture. Our financial model is rooted in our success in securing support for our work, from governments, foundations, businesses and other organizations. A successful Representative will be a leader in developing the financial success of her or his area, in this case China, as well as contributing more broadly to the financial security of the international network.

Specifically, the Representative will have the following responsibilities:

- ❖ *Representation:* S/he will be the primary face of AccountAbility in China, as well as representing us elsewhere in the region and internationally.
- ❖ *Strategy:* Develop and deliver on our strategy in China, as well as participating in our international strategy's development and execution.
- ❖ *Programmes:* With others, develop, resource and oversee with national and international programme leaders their effective implementation in China.

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- ❖ *Revenue Delivery*: With appropriate team members, identify, develop, and secure revenues required to enable work in China to succeed.
- ❖ *Advisory Services*: Developing with AccountAbility Strategies (our advisory services) team members in China and internationally client relationships and activities.
- ❖ *Team*: recruit, develop and deploy the proposed growing China team in line with our strategy and underlying resource capabilities.

WHO MIGHT APPLY

Anyone can apply for this position.

We expect, however, the following factors to be relevant in our selection process:

- ❖ Indication of commitment to advancing sustainable development in China and internationally.
- ❖ Existing experience and senior networks in relevant Chinese policy arena and/or business.
- ❖ International exposure and possibly active work experience outside of China.
- ❖ Professional experience of 8-10 years minimum.
- ❖ Management experience in team development.
- ❖ Working proficiency in English, including ability to write and work in English. Spoken Mandarin and written simplified Chinese proficiency.
- ❖ Willingness to work and live in Beijing and travel internationally.
- ❖ Interest and ability to work full-time, although the right candidate would be able to initially work part-time if existing obligations had to be satisfied.
- ❖ Ability to start work by January 2010.

HOW TO APPLY

Candidates should apply to Claire Head, our Chief of Staff, at claireh@accountability21.net. Applications should include a curriculum vitae and a cover letter briefly describing yourself and your interest in the position. Alternatively, if you would like to talk to someone before submitting a formal application, please email Claire to arrange a time when someone can talk with you about AccountAbility and the position.

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WHAT PEOPLE SAY ABOUT US

- ❖ **Rachel Kyte, Vice President, Business Advisory Services, International Finance Corporation:** "Accountability provides a critical combination of analysis and application. They provide important clarity of voice on materiality in a world cluttered with too many initiatives with limited impact."
- ❖ **Dr Long Guoqiang, Senior Fellow and Deputy Director of the Foreign Economic Research Department of the Development Research Center of the State Council, People's Republic of China:** "AccountAbility has made a significant contribution in informing China's sustainable trade strategy with its analysis of the role of international voluntary sustainability standards in shaping competitiveness in global markets."
- ❖ **Oded Grajew, President of Instituto Ethos (Brazil) and one founder of World Social Forum creator -** "AccountAbility is a long-standing and inspired partner of Instituto Ethos and Brazil, through its standards and responsible competitiveness, and its dedicated attention to our interests and needs."
- ❖ **Jeff Immelt, Chairman and CEO of General Electric (GE):** "As we have progressed in our commitment to reporting, transparency and more active engagement with important stakeholders, AccountAbility continues to provide innovative counsel to GE as we strive to address some of the world's most complex problems."
- ❖ **John G. Ruggie, Kirkpatrick Professor of International Affairs, Harvard Kennedy School of Government, Affiliated Professor in International Legal Studies, Harvard Law School:** "Accountability constantly challenges itself to think further and smarter, reinventing concrete tools for pushing out much needed innovations in accountability practice."
- ❖ **Wang Min, Assistant to the President, Director General of Administrative Office of State Grid Corporation of China:** "AccountAbility's professional work helps stakeholders express the shared values that help underpin a harmonious and more sustainable world."
- ❖ **Frank Brown, Dean of INSEAD (France):** "AccountAbility's profile makes it a strategic partner for INSEAD, innovative in their thought leadership, systematic in their analysis, robust and inclusive in their sustainability standards, and persistent in their practical engagement".
- ❖ **Prof Zhiyi He, Deputy President and General Secretary, Chinese Federation of Corporate Social Responsibility & Deputy Dean, Antai College of Economics & Management, Shanghai Jiao Tong University:** "AccountAbility's methods teach company leaders that it is possible to make money while making the world a better place."

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- ❖ **Prof. Dr. Peter Eigen, Founder, Transparency International, Chairman, EITI:** “AccountAbility is globally unique in advancing a broad spectrum of accountability innovations to address governance and market failures that are constraining our ability to move along a sustainable development pathway.”

- ❖ **Stephen Heintz, President Rockefeller Brothers Fund:** “AccountAbility and the Rockefeller Brothers Fund have been collaborating for many years in advancing accountability innovations looking at issues around the governance of partnerships and responsible competitiveness to address governance and market gaps that can obstruct the ability for the beneficiaries to participate in the decisions that can affect their lives.”

- ❖ **Ingrid Srinath, Secretary General of CIVICUS (South Africa): World Alliance for Citizen Participation:** “The work of AccountAbility in advancing the culture of accountability is crucial to combat the culture of impunity and non-compliance we see spread around the world. CIVICUS is proud to be a partner of AccountAbility especially as civil society is a key agent in advancing the thinking around how to create a world that is more just, inclusive and democratic.”

- ❖ **Antonio Matias, Senior VP Itaú Unibanco (Brazil):** “For Itaú, the engagement and the relationship with our stakeholders are strategic. In this way, the partnership with AccountAbility has been fundamental to bring a strong know how, through articulations which promote debate, reflection and the progress in our sustainability agenda.”

- ❖ **Seema A. Khan, Chief Strategy Officer, Office of the Governor, Saudi Arabian General Investment Authority:** “Responsible competitiveness is Saudi Arabia’s imperative and opportunity, and our partnership with AccountAbility is helping us to make it happen in practice.”

- ❖ **Hannah Jones, VP Corporate Responsibility, Nike:** “AccountAbility has been at the forefront of helping lead industry on the issue of transparency and the value of collaboration. They have helped us on our Corporate Responsibility journey and we are now better placed to create innovative change in this field.”

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