



United Bible Societies

JOB TITLE: Senior Project Manager

RESPONSIBLE TO: Director, UBS China Partnership

JOB GRADE: C

LOCATION: China Partnership Hub

BACKGROUND

The UBS China Partnership (CP) leads, manages and coordinates the Bible mission in China on behalf of the UBS Fellowship.

JOB SUMMARY

- Manage the partnership with the Churches in China in Bible-related projects including Bible translation, publication and distribution, engagement, and advocacy.
- Supervise and provide guidance to the team of Project Managers to manage the delivery and implementation of our projects in China.

APPOINTED BY

Director, UBS China Partnership

ROLES AND RESPONSIBILITIES

1. Manage communications with the Chinese church partners in developing and implementing Bible-related projects.
2. Support the Chinese church partners in implementing and managing the Bible-related projects.
3. Harvest and develop project stories and testimonies for sharing with the UBS Fellowship, funding Bible Societies, and donors.
4. Prepare regular project updates and reports to the China Partnership Advisory Group, funding Bible Societies, and donors.
5. Prepare the annual project-related budget and exercise good stewardship of the funds for projects.
6. Supervise, support, and coach the team of Project Managers.
7. Lead project innovation and improvement.
8. Assist and support the Director in his responsibilities and serve as his Deputy.
9. Carry out any duties as may be assigned by the Director.

ESSENTIAL SKILLS & EXPERIENCE

- Proven skills in project management
- Excellent verbal and written communication skills in English and Chinese.
- Excellent people and relational skills.
- Ability to function effectively and relate to people from different cultural backgrounds
- Experience in managing a team, especially in helping the team to learn, grow, and execute the organisation's mission
- Willingness to travel and work outside office hours when required.
- Proficiency in using the MS Office Suite
- Comfortable to work with and serve Christians of different persuasions (e.g. Protestants, Catholics, Orthodox, etc.)
- Self-motivated and committed to continuous learning and development.
- Ability to manage one's own emotions and behaviours, particularly in times of stress.
- Have a passion for missions in China and understands the culture and context of China.

GOOD-TO-HAVE SKILLS AND EXPERIENCE

- Experience in working with global networked teams and using integrated platforms like Microsoft Teams, Slack, Google Workspace and Zoom.
- Experience in working with an organisation having business or operations in China, or with China-related interests.
- Experience in working in an international Christian ministry.
- Some training in Theology or Biblical Studies

How to apply

Please submit the following **2 documents** by email to blow@biblesocieties.org by the closing date given below. Please enter *UBS CP Senior Project Manager* as the email subject;

1. Up to date CV in **English**.
2. Cover letter outlining your suitability for this role in **English**.

Applications Closing Date: 31 May 2026