

Job Advertisement

Position of Political Assistant

Embassy of Ireland, Beijing, People's Republic of China

Summary:

The Embassy of Ireland to China in Beijing is seeking to recruit a qualified and highly motivated candidate for the position of Political Assistant. The successful candidate will join a small, busy team with a heavy workload but will work in a rewarding position and will be given the opportunity to assist on project work and work directly with senior Irish diplomats on China's foreign and domestic policy.

The selected candidate will report to the Ambassador and Deputy Ambassador through the Head of the Political Section. She/he will work closely with the Head of the Political Section to assist with research on China's foreign and domestic policy, translate Chinese sources, assist with political level visits between Ireland and China as well as provide administrative support to the Deputy Head of Mission and Head of Political Section.

The successful candidate will have a fluent command of the Mandarin Chinese language and English, both spoken and written. He/she would have a proven strong academic background in the areas of law, public affairs, public administration, international relations or politics. An excellent knowledge of the Chinese political system would be a distinct advantage.

Description of Duties:

- Targeted monitoring and research on Chinese domestic and foreign policy;
- Assist Irish diplomats to organise and prepare for meetings with Chinese officials and other public bodies;
- Assist with the organisation of political level visits between Ireland and China;
- Assist with the organisation of Embassy events;
- Translate documents from English to Chinese and Chinese to English as required from time to time;
- Provide administrative assistance to the Deputy Head of Mission and Head of the Political Section.

Requirements:

- Able to work in both Mandarin Chinese and English, spoken and written. Language skills will be tested as part of the selection process;
- A third-level qualification to at least Masters Level in the area of law, public affairs, public administration, politics or international relations;
- At least three years' experience working with an International Organisation or Embassy or in the area of public affairs;
- Flexibility to adapt to a heavy workload and the ability to manage multiple tasks and ongoing projects at the same time;
- Experience working with Microsoft Word, PowerPoint and Excel are required;
- Strong organisational skills.

Desirable:

- Experience working in the governmental or commercial sector in China;

- Knowledge or expertise on Ireland;
- Experience of providing administrative support and translation services;

Salary and Conditions:

- The officer will be offered a gross salary of RMB 13,966 per month.
- The Political Assistant will be offered an initial two-year contract, with the possibility of renewal for a second term. The contract will include a three-month probation period. The officer will be based at the Embassy of Ireland Chancery building; 3 Ritan Dong Lu, Beijing.

Application Process:

Applicants should submit a letter of motivation (two pages maximum) as well as a CV in both English and Chinese as part of their application. Academic and professional references should be included.

Applications should be submitted to the Embassy by post or by e-mail to beijing@dfa.ie before 5pm (Beijing time) on Monday 20th July 2018 with the following subject line:

“Political Assistant Application – [Your name]”.

Candidates will receive confirmation of receipt of their application and following a screening of applications, may be contacted directly for interview.

The following websites and social media may be useful for prospective candidates:

www.dfa.ie/china

www.dfa.ie

<http://www.weibo.com/irelandinchina>

@IrlEmbChina

All enquiries should be directed in writing to beijing@dfa.ie

By submitting information electronically, parties accept that data may not be fully secure.

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed.

Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.