

## **Position of Policy Officer – Political Section**

### **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 Policy Officer in the Political Section. The successful candidate for this new position will join a small, busy team with a heavy workload but will work in a rewarding role and will be given the opportunity to lead 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 research/monitor China's foreign and domestic policy, draft clear and concise reports on political topics in English, translate Chinese sources, assist with political level visits between Ireland and China, maintain a network of Chinese contacts as well as provide advice to Embassy staff about specific political issues as required.

The successful candidate will have a fluent command of the Mandarin Chinese language and English, both spoken and written. He/she would be familiar with Ireland's projection in China and have proven strong academic background and 3+ years of experience working in the areas of law, public affairs, international relations or politics. An excellent knowledge of the Chinese political system would be a distinct advantage as would the ability to develop an extensive network of contacts.

#### **Description of Duties:**

- Targeted monitoring and research on Chinese domestic and foreign policy;
- Draft high-quality reports in English on relevant parts of China's domestic and foreign policy that impact on Ireland's interests in China;
- Assist Irish diplomats to organise and prepare for meetings with Chinese officials and other public bodies;
- Contribute to the organisation of political level visits between Ireland and China;
- Lead on the organisation of Embassy events;
- Support preparations for Ireland's annual political consultations with China;
- Translate documents from English to Chinese and Chinese to English as required from time to time; and
- Provide ad hoc support to other Embassy priorities as required.

#### **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 two years' post-qualification experience;
- Demonstrable expertise in China's domestic politics, media landscape and public affairs;

- Flexibility to adapt to a heavy workload and the ability to manage multiple tasks and ongoing projects at the same time;
- IT literate with experience working with Microsoft Word, PowerPoint and Excel are required;
- Well-developed communication and interpersonal skills;
- Ability to work to tight deadlines with a number of competing priorities.

#### **Desirable:**

- Experience working in the governmental or commercial sector in China or in a diplomatic mission in China or similar;
- Knowledge or expertise on Ireland;
- Experience of providing administrative support and translation services;

#### **Salary and Conditions:**

- The officer will be offered a competitive salary commensurate with the role and their level of experience.
- The Political Policy Officer 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. Professional and academic references should be included.

Applications should be submitted to the Embassy by post or by e-mail to [beijing@dfa.ie](mailto:beijing@dfa.ie) before 5pm (Beijing time) on Thursday 25 January 2018 with the following subject line in English: "Policy Officer 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](http://www.dfa.ie/china)

[www.dfa.ie](http://www.dfa.ie)

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

@IrlEmbChina

**All enquiries should be directed in writing to [beijing@dfa.ie](mailto: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.*