

## **Vacancy – Visa Assistant – Irish Visa Office, Beijing**

The Irish Visa Office in Beijing wishes to establish a panel of suitably qualified candidates for appointment to the position of ‘Visa Assistant’.

The position on offer is a full-time post. The work requires supporting the Visa Officers and Visa Office team in delivering the objectives of the Visa Office and the Embassy of Ireland.

### **Main Duties:**

- Verification work involving liaison with external governmental and non-governmental departments/offices;
- Dealing with enquiries from internal and external stakeholders;
- Making appropriate recommendations on visa applications for consideration by Visa Officers;
- Translation and interpretation tasks (English and Mandarin);
- Maintenance of accurate office records;
- To undertake project research as directed;
- Administrative support (archiving, public counter duties, telephone duties etc.);

### **Requirements on competencies and skills:**

- Fluent written and spoken English and Mandarin (**essential**). Mongolian language skills (**a bonus**).
- Knowledge of Microsoft Office, particularly Excel and Word (**essential**).
- Bachelor’s Degree from a university; or an acceptable equivalent through work and education.
- Excellent interpersonal, organisational and customer-service skills.
- Good drafting and report writing skills in English and Mandarin.
- Ability to work on one’s own initiative and as part of a busy team.
- Proactive with an ability to manage fluctuating workloads effectively (including ability to work well under pressure and to tight deadlines).
- Good time-management skills.
- Experience dealing with data-entry tasks and databases.
- Flexibility and adaptability to change in the work environment.
- Experience of previous visa office/embassy work is desirable but not essential.

### **Starting Monthly Salary:**

Approx. 7,500 RMB. A salary scale applies for each year of completed service.

### **How to apply:**

If you are interested in making an application for this position, please submit a one-page letter of introduction accompanied by a current CV both in English and Chinese and two references, with contact details for verification. Applications can be submitted by email to **irishvisabeijing@dfanet.ie** or posted to the **Irish Visa Office Beijing, Ta Yuan Diplomatic Office Building 2-11-1, 14 Liangmahe Nanlu, Beijing 100600, People's Republic of China**. Envelopes should be clearly marked Application for Visa Assistant. Closing date for receipt of application is 17:00 on **Friday, 4 May 2018**. Candidates will receive confirmation

of their application and, if called for interview, will be contacted directly during the week starting 8 May 2018.

The expected start date for work for successful candidates will be end-May 2018.

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

**Any personal information submitted 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.**

**Please note that canvassing will disqualify applicants.**

**The Irish Visa Office is committed to a Policy of Equal Opportunity.**

## **职位空缺——签证助理——爱尔兰签证处北京办公室**

爱尔兰签证处北京办公室拟筛选候选人数名，择优录取为签证助理。

此次招聘的是全职岗位。这一岗位需要协助签证官和签证团队完成签证处和爱尔兰大使馆的各项工作。

### **主要职责：**

- 调查工作，涉及与政府、非政府部门/办事处的联络；
- 处理团队内部及对外的各项问询；
- 对签证申请提出适当的建议，供签证官考虑；
- 翻译和口译任务（英语和普通话）；
- 保证各项办公记录的准确；
- 按照指示进行项目研究；
- 行政支持（存档，前台，接听热线等）；

### **能力要求：**

- 流利的书面和口头英语及普通话（**必备**）。蒙古语技能（**优先**）。
- 熟悉Microsoft Office，特别是Excel和Word（**必备**）。
- 大学学士学位，或同等学力。
- 优秀的人际关系能力，组织能力和客户服务技能。
- 运用英语和普通话起草和撰写报告的能力。
- 既有自主工作的能力，也能适应忙碌的团队工作。
- 正确处理波动的工作量（包括抗压能力和应对紧迫的截止日期的能力）。
- 良好的时间管理能力。
- 处理数据输入任务和数据库的经验。
- 灵活性和对工作环境变化的适应性。
- 有相关工作经验者**优先**。

### **薪资标准：**

起薪约 7500 元人民币，每年依据薪级表调整。

### **如何申请：**

如果您有兴趣申请该职位，请提交一页的自荐信，中英文简历，及两封推荐信（需包含联系方式以供核实）。申请可以邮件的方式提交至 [irishvisabeijing@dfanet.ie](mailto:irishvisabeijing@dfanet.ie)，或可邮寄至北京市朝阳区亮马河南路 14 号塔园外交办公楼 2-11-1 邮编 100600。邮寄时请在信封上清晰注明“签证助理职位申请”。申请截止时间为 2018 年 5 月 4 日星期五 17:00。候选人将收到确认回复。面试的信息将于 2018 年 5 月 8 日起一周内直接与您联系。

面试成功者预计在 2018 年 5 月末开始工作。

以邮件方式提交信息的申请人接受数据传送过程中的不安全因素。

所有申请所提交的个人信息将仅被用于本次职位申请目的并于此后立即销毁。除数据保护法规定的豁免情况外不得对相关个人信息进行任何处理或披露。

请注意任何拉票等不正当竞争行为将会导致申请资格被取消。

爱尔兰签证处将对所有申请人都遵循机会均等原则。