



**An Roinn Gnóthaí  
Eachtracha agus Trádála  
Department of  
Foreign Affairs and Trade**

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**Administrative Assistant (Trade)  
Embassy of Ireland, Beijing**

The Embassy of Ireland in Beijing is seeking to recruit a qualified and highly motivated candidate for the position of Administrative Assistant in the Trade Section.

### **Role**

The appointee will report to the Ambassador through the Trade Counsellor. S/He will play a key role in achieving the objectives of the Trade Section, which include, but are not limited to:

- Scanning local and international media, periodicals and official briefings, and drafting reports
- Following and reporting on developments in the negotiations of a new EU-China trade agreement
- Forging relationships with relevant personnel at State and Provincial levels
- Attending and reporting on conferences on issues of possible interest to Irish Business and/or Irish national interests

### **Essential requirements candidates must be able to demonstrate:**

- A third level qualification in a relevant discipline (International Trade, Business, etc.)
- Fluency in Mandarin and excellent command of English, both written and spoken
- Proficiency in Microsoft Office suite of programs
- Good analytical and report writing skills
- **The successful candidate must have a legal entitlement to live and work in China prior to recruitment.**

### **Desirable Requirements**

- Strong knowledge of Ireland and its role in China
- Experience of working in an Embassy or Trade related role
- Ability to provide advice with sensitivity to policy considerations and the wider context within which the Embassy and Irish State Agencies operate
- Experience of living or working in Ireland

## Terms and conditions of employment:

The successful candidate will be a full time employee on a fixed- term contract of 18 months based at the Chancery building; 3 Ritan Dong Lu, Beijing. A six-month probation period applies.

The salary will be RMB 13,965 gross per month.

## How to apply

Applications must be in English and should consist of:

- A CV (maximum 2 pages) setting out the relevant qualifications and experience,
- A personal statement in English (maximum 500 words) clearly detailing how you meet the requirements of the role (education, knowledge, experience),
- A personal statement in Mandarin (maximum 300 words) setting out your motivation for working for the Embassy of Ireland, and,
- The names and contact details of 2 referees\* who can testify to your character and experience/qualifications.

Applicants may apply by e-mail (in Microsoft Word or PDF) with the following subject line –  
***“Administrative Assistant Trade – Job Application”***  
to:-[beijing@dfa.ie](mailto:beijing@dfa.ie)

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

Applicants may alternatively send their submissions by post clearly marked  
***“Administrative Assistant Trade – Job Application”***  
to: - **3 Ritan Dong Lu, Beijing 100600**

All applications should arrive **before 12.00 noon** (Beijing time) on **Friday 21 August 2020**.

**Failure to use the correct subject line may result in the application missing the deadline.**

**The Embassy will not be responsible for delays to the postal system.**

**Late applications will not be accepted and no correspondence will be entered into on this point.**

## Selection Process

Only applications received on or before the deadline will be considered.

The Embassy will acknowledge all applications within 3 days of receipt.

Applications will be shortlisted initially based on the criteria set out above.

Shortlisted candidates **may be asked** to complete a written “In-Tray” exercise. This will comprise of some desk research, data analysis and report writing. It will be primarily though English and conducted through email. Applicants will be required to be available at short notice to complete the exercise, which could take place on Saturday 29<sup>th</sup> August 2020.

Only candidates who have been shortlisted and successful in the written exercise will be called to interview. Interviews will be conducted primarily in English.

*\*The Embassy will only contact referees if a candidate has been shortlisted for interview. At this point, the candidate will be deemed to have given their consent to contact the nominated referees.*

### General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

### Security Clearance for Local Staff

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

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

**The Embassy of Ireland, Beijing is committed to a policy of  
Equal Opportunity.**