



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

**Vacancy: Part-Time Office Cleaner/Ayi– 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 'Office Cleaner/Ayi'.

The position on offer is a permanent part-time post (2.5 days per week AM/PM). The role involves maintenance of a clean and tidy office environment for Visa Office staff.

**Main Duties:**

- Provision of daily general cleaning service to the Visa Office (floors, toilets, inside of windows, shelves, desks, workspaces, public office, balconies and kitchen).
- Daily office waste disposal to waste bins located in the office compound.
- Taking stock of cleaning materials and kitchen supplies and purchasing supplies for the office using petty cash funds.
- Assistance with some basic administrative tasks (collecting post from couriers, storing away office supplies etc.)

**Requirements on competencies and skills:**

- Ability to carry out physical cleaning work.
- Spoken Mandarin (essential), spoken English (a bonus).
- Excellent interpersonal and organisational skills.
- Ability to work on one's own initiative and as part of a busy team.
- Good time-management skills.
- Excellent personal hygiene.
- Flexibility and adaptability to change in the work environment.
- Experience of previous cleaning/ayi work is desirable but not essential.
- Police vetting will be sought in respect of individuals who come under consideration for appointment.

**Starting Monthly Salary:**

Approx. 2650 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 should be submitted to **[irishvisabeijing@dfanet.ie](mailto:irishvisabeijing@dfanet.ie)** before 17:00 on **6 September 2019**. Candidates will receive confirmation of their application and, if called for interview, will be contacted directly during the week starting 9 September 2019.

The expected start date for work for the successful candidate(s) will be 1 October 2019.

**General Data Protection Regulation:**

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

**Security Clearance for Local Staff**

Police vetting 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 Mission of Ireland is committed to a policy of Equal Opportunity.***



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**职位空缺：兼职办公室清理员/阿姨 –爱尔兰使馆签证处，北京**

爱尔兰使馆签证处正在寻找合适的办公室清理员/阿姨人选进行下一步面试。

此职位是一个长期的兼职岗位（每周2.5个工作日，上午或者下午）。这个职位的主要职责是为签证处员工提供一个干净整洁的办公环境。

**主要职责：**

- 为签证处提供每日一般清洁服务（地板，卫生间，窗户，书架，办公桌，工作区，公共办公室，阳台和厨房）。
- 日常办公室垃圾倾倒入办公楼大院垃圾处理处。
- 整理计数办公室清洁工具和厨房用品，以及为办公室订购日常用品。
- 协助一些办公室日常管理工作（整理每日邮局快递，存放办公用品等）。

**对能力和技能的要求：**

- 能够进行体力清洁劳动。
- 普通话（必备），英语口语（加分）。
- 出色的人际关系和组织能力。
- 能够作为忙碌团队的一员独立完成工作。
- 良好的时间管理技能。
- 出色的个人卫生。
- 工作灵活性，能适应工作环境的变化。
- 希望有之前清洁/阿姨工作经历，但不是必须的。
- 接受对有可能的候选人员进行背景调查。

**月工资起薪：**

约2650人民币。每满一年工作后会进行相应的薪资级别调整。

**如何申请：**

如果您有兴趣申请此职位，请提交一份一页的自我介绍信，并附上中英文的现有简历和两份推荐信，推荐信需附有联系方式以供核实。申请应在 2019 年 9 月 6 日 17:00 之前通过电子邮件提交至 [irishvisabeijing@dfanet.ie](mailto:irishvisabeijing@dfanet.ie)。申请人将收到申请确认邮件，如果要求面试，将在 2019 年 9 月 9 日开始的一周内得到通知。

成功候选人的预期开始工作日期为 2019 年 10 月 1 日。

**一般数据保护条例：**

所有搜集到的个人信息都会根据 GDPR 指南的要求妥善保存。

### 本地员工的安全许可

针对有可能的候选人员将会进行背景调查。有可能向申请人居住地的警察局提出申请。如果此次申请不成功，这些信息将会被销毁。如果申请人之后想要申请其他职位，则需要再次提交此信息。

**请注意：拉票行为将会取消申请资格。**

**□□□的使命是致力于□□公平与平等。**