



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

Embassy of Ireland, Beijing

Vacancy: Part-Time Office Cleaner/Ayi– Irish Visa Office, Beijing

Deadline 17:00 on Friday, 16 July 2021

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

The Irish Visa Office in Beijing is seeking to recruit for a position of 'Office Cleaner/Ayi.

The position on offer is a permanent part-time post (2.5 days per week, i.e. 5 working days, mornings only). The role involves maintenance of a clean and tidy office environment for the Visa Office.

Roles and Responsibilities

- Provision of daily general cleaning service to the Visa Office (floors, toilets, inside of windows, shelves, desks, workspaces 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.); and
- Any other related duties as reasonably required from time to time

To be eligible the following qualifications and competencies are required:

- 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.

Remuneration

The annual remuneration for the post is 35,750 RMB per annum (2750 RMB per month). Please note that employers tax and social insurances will be deducted at source. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.

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 before 17:00 on **Friday, 16 July 2021**. Please clearly indicate the position for which you are applying in the subject line of the email E.g.: "Part-Time Office Cleaner/Ayi –Your name". Candidates will receive confirmation of their application and, if called for interview, will be contacted directly soon thereafter.

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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爱尔兰大使馆，北京

职位空缺：兼职办公室清洁工/阿姨 - 爱尔兰使馆签证处，北京

申请截止时间： 2021年7月16日星期五 17:00

我们的使命是在国外促进和保护爱尔兰及其人民的价值观、利益和经济福祉。我们在部长的政治指导下，通过我们在国内的工作人员和在国外的大使馆来达成这一使命。

爱尔兰使馆签证处（北京）正在招聘一名“办公室清洁工/阿姨”。

该职位是一个长期的兼职岗位（每周工作2.5天，即每个工作日的早上工作）。这个职位的主要职责是为签证处提供干净整洁的办公环境。

任务和职责：

- 为签证处提供每日清洁服务（包括地板、卫生间、窗户、文件架、办公桌、工作区和厨房）；
- 清理办公室垃圾并运送到办公楼垃圾回收处；
- 整理清点办公室清洁工具和厨房用品，为办公室订购日常清洁用品；
- 协助一些办公室日常行政工作（如收取每日快递、存放办公用品等）；
- 以及任何其他非定期的、与此职位相关的合理要求。

资格和能力要求：

- 能够进行体力清洁劳动。
- 汉语普通话（必备），英语口语（加分）。
- 良好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。
- 良好的时间管理能力。
- 良好的个人卫生。
- 良好的灵活性和适应力，以便适应工作环境的变化。
- 有相关清洁工/阿姨工作经验者优先，但非必要条件。
- 受聘者将被要求提供无犯罪记录证明。

薪酬：

该职位年薪为35,750人民币/年（2,750元人民币/月）。请注意，个人所得税和社会保险将按照法律规定进行扣除。工资直接支付到银行账户，因此成功的候选人必须提供一个银行账户。

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2021年7月16日17:00之前通过电子邮件发送至邮箱：irishvisabeijing@dfanet.ie。请在邮件主题处明确标明您申请的职位，如：“兼职办公室清洁工/阿姨——您的名字”。申请人将收到确认邮件，如果被要求面试，将在之后得到通知。

数据保护条例（GDPR）：

所有个人信息都会根据GDPR指南的要求妥善保存。

本地员工的安全核查：

受聘者将被要求提供无犯罪记录证明。我们还有可能与受聘者居住地的警察局联系进行背景调查。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。

爱尔兰使团致力于实现公平与平等。