



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Operations Manager

Embassy of Ireland, Beijing

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 Embassy now wishes to recruit an Operations Manager on a fixed-term contractual basis.

Role:

The Operations Manager at the Embassy, under the guidance and oversight of a supervisor from among the posted diplomatic staff, is tasked with a range of administrative and financial tasks to assist in ensuring the smooth and effective running of the Embassy. The role will include, but is not limited to, the following duties:

- Providing assistance to the Embassy's Diplomatic Staff;
- Preparation and management of payment to suppliers of goods and services;
- Preparation of Mission monthly accounts;
- Preparation and management of VAT refunds;
- General management of buildings and grounds of the Embassy;
- General management of Embassy cleaning and household staff;
- Liaison with Diplomatic Service Bureau regarding Chinese employment law and policies;
- Close cooperation with Ireland's Visa Office in Beijing;
- Other support to the work of the Embassy, including preparation and participation in Embassy receptions and other events;
- Such other duties as may be required.

Essential requirements candidates must be able to demonstrate:

- Third level qualification;
- At least 3-5 years relevant professional experience;
- Fluency in Mandarin and excellent command of English, both written and spoken;
- Excellent interpersonal and communication skills;
- Proven abilities to work effectively as part of a team;
- Computer literacy and information management skills;

- **The successful candidate must have a legal entitlement to live and work in China prior to recruitment.**

Desirable Requirements:

- A proven ability to manage information effectively;
- Proven experience of interaction with Chinese official departments, agencies and other authorities;
- Proven experience of working in or interacting with a diplomatic mission in China.

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland in Beijing.
- The salary scale for the position is 181,552 RMB per annum, with an incremental salary scale rising (over time and subject to performance) to a maximum of 240,500 RMB per annum. The salary for the position will be paid through the Diplomatic Service Bureau on a monthly basis. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply:

Applications must be in English and should consist of:

- A CV (maximum 2 pages) setting out your 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),
- 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 –
“Operations Manager – Job Application”
to:- **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
“Operations Manager – Job Application”
to: - **Embassy of Ireland, 3 Ritan Dong Lu, Beijing 100600**

All applications should arrive **before 12.00 noon (Beijing time) on Friday, 16 July 2021.**

Failure to use the correct subject line may result in the application missing the deadline and therefore being deemed inadmissible.

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 (in the manner set out above) on or before the deadline will be considered;
- The Embassy will acknowledge all applications within 3 days of receipt;
- Depending on the number of applications received, a short-listing of candidates may be undertaken based on the Essential/Key Requirements above;
- Successfully shortlisted applicants will then be invited to interview by video conference before the end of August 2021. Candidates will be provided with necessary details throughout the process.
- The Embassy will only contact referees if a candidate has been shortlisted for interview. At that point, the candidate will be deemed to have given their consent for the Embassy to contact the nominated referees.

General Data Protection Regulation (GDPR):

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.