



EMBASSY OF THE KINGDOM OF BELGIUM IN BEIJING

Job Offer

The Embassy of Belgium in Beijing is looking for a **Political and Communications Officer**

Position: staff officer with excellent language and analytical skills as a member of the political, economic and public diplomacy section of the Embassy of Belgium in Beijing (local staff)

Location: Embassy of Belgium, Sanlitun Lu 6, 100600, Beijing

Deadline for application: 25/02/2024 - 23:00 (Beijing time)

Job Description

Your principle responsibilities will include among others:

- Research and report on specific issues concerning China or Belgium/EU-China relations
- Interpretation and translation (oral and written / Chinese-English)
- Review of Chinese press and contacts with journalists
- Assist with the management of social media
- Provide logistical support for high level visits and public events
- Liaise with Chinese counterparts (government, civil society, journalists)

As a "knowledge manager": you gather, archive, if necessary translate and analyze in a permanent way relevant information obtained via all available means in order to monitor the evolutions in the Embassy's fields of activity or interest and acquire or reinforce knowledge in these fields.

As a "file manager": you ensure the daily follow-up of the files entrusted to you, in order to help define the position of Belgium and secure its place in China or international organizations, and to help defend the interests of Belgium and its nationals.

Examples of tasks:

- Act as an interpreter during meetings with Chinese counterparts or during exchanges with visitors, suppliers, etc.
- Search for or gather and archive in an accessible manner the relevant information found: in the media; via formal or informal, internal and external contact points;
- Participate in symposiums/events/meetings organized by third parties (chambers of commerce, various consultants, etc.) in order to widen the Embassy's network of contacts and collect useful information.
- Translate documents/information and/or write summaries in order to make them quickly accessible to the Embassy's and the Department's staff members.
- Gather various key elements in a coherent whole, analyze them and establish relevant links between source information and various content.
- Participate in actions of public diplomacy in order to promote the image of Belgium.

- Follow the local, Belgian and international press as well as the social networks and identify articles/information relevant to the Embassy
- Draft and/or suggest articles or documents to disseminate (via Embassy website, social networks, press releases, newsletters, etc.)
- Contribute to practical organization or manage the practical organization of meetings, conferences, seminars, official visits or other events, held by the Embassy

Practical details

- Gross monthly salary: 22.897,93 RMB
- Initial 1 year local contract (renewable)
- You will be part of a motivated team, where there is room for initiative and your own input
- No allowances for housing costs or holiday transportation
- Assistance will be offered in obtaining Chinese work visa and/or permit
- Estimated starting date: **The position will be available from April 2024**

Selection Procedure

After a pre-screening based on CV and cover letter, the selection procedure will comprise a written test as well as one (or more) oral interviews. The written test and interviews will be used to evaluate the applicant's skills and motivation.

Required Degree and Competences

- Master degree
- Excellent command of Chinese Mandarin and English, both written and oral
- Knowledge of either Dutch or French, knowledge of both will be considered an asset
- Show a clear interest in international affairs (Belgium and EU) as well as current affairs in China
- Strong organisational, communication (oral and written) and interpersonal skills
- Attention to detail and the ability to treat information with the necessary discretion
- Good IT knowledge (Microsoft Office), and familiarity with different social media channels
- Be a team player, flexible, driven and dynamic
- Previous working experience in government administration, public service, communication, PR or translation will be considered an asset

Applications

To apply for this position, please send your **CV** and **cover letter** no later than **25 February 2024, 23:00** (Beijing time) to beijing.consular@diplobel.fed.be, clearly stating 'Political and Communications Officer' in the subject line. In the meantime, for any questions related to this position, please contact the embassy by email (beijing.consular@diplobel.fed.be). Only shortlisted candidates will be contacted.