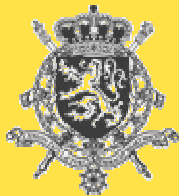




# Job Offer

Embassy of Belgium in Beijing (China)

August 2018



## The Embassy is looking for a Communication Officer

**Position:** Communication Officer with translation and analytical skills for the political and economic section (local staff)

**Location:** Embassy of Belgium, San Li Tun Lu 6, 100600 Beijing, China

**Deadline for applications:** 26/08/2018, 23h00 (Beijing time)

## Job Description

As (one of two) China specialists / communication officers, you are the eyes and ears of the diplomatic team of the Embassy, and first of all of the Ambassador.

- Liaison with Chinese counterparts (government, businesses, civil society, journalists)
- Management of social media and other communication tools



## Required Degree and Competences

- Master's degree in Arts, Law, Politics, Economics, Journalism or any related field
- Excellent command of English and Chinese (Mandarin, both written and oral skills)
- Excellent command of Dutch and/or French
- Excellent translation and interpretation skills (CN-FR/NL/ENG-CN)
- Strong organisational, communication and presentational skills
- A capacity for analysis and synthesis
- Good IT knowledge (Microsoft Office and social media tools)

- Interpretation and translation (oral and written)
- Review of Chinese press and contacts with journalists
- Research and report on specific issues concerning China or China-Belgium relations
- Provide logistical support for high level visits and public events
- Event management

- Great flexibility to work on different subjects, within different teams, which also allows some travelling within China (2-3 day missions)
- Sociability and a sense for initiative

## Practical Details

- Gross monthly salary: 20.654,09 RMB
- 1 year contract (renewable)
- No allowances for housing costs or holiday transportation
- Assistance will be offered in obtaining work visa
- Starting date: 1 November 2018
- Selection Procedure:

After a pre-screening based on resume and cover letter, the main selection procedure will be carried out in three rounds. A first oral test measures Chinese listening and oral competences. A second written test gauges the candidate's translation capabilities. The third test is an interview which evaluates the applicant's interpretation skills and general communication qualifications.

## Optional Competences

- Good knowledge of both Dutch and French
- Familiarity with Chinese social media such as WeChat and Weibo
- Consecutive and simultaneous interpretation skills
- Knowledge of the Chinese media landscape
- Stress resistance

## Applications

To apply for this position, please send your resume (curriculum vitae) and cover letter no later than **26 August 2018, 23h00 (Beijing Time)** to [beijing@diplobel.fed.be](mailto:beijing@diplobel.fed.be), clearly stating "Communication Officer" in the subject line.

In the meantime, for any questions related to this position please contact the Embassy by e-mail ([beijing@diplobel.fed.be](mailto:beijing@diplobel.fed.be)) or by telephone (+86 10 6532 1736).



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