EMBASSY OF THE KINGDOM OF BELGIUM IN BEIJING

Job Offer

The Embassy of Belgium in Beijing is looking for a communication officer

Position: communication officer with translation and analytical skills for the political, economic and public diplomacy section of the Embassy of Belgium in Beijing (local staff)
Location: Embassy of Belgium, Sanlitun Dongsan Jie 3, 100600, Beijing
Deadline for application: 14/06/2020 - 23:00 (Beijing time)

Job Description

As sinologist (one of two), you are the eyes and ears of the diplomatic team of the Embassy, and first of all of the Ambassador!

- Interpretation and translation (oral and written)
- Assistance with the management of social media tools
- Review of Chinese press and contacts with journalists
- Research and report on specific issues concerning China or Belgium-China relations
- Provide logistical support for high level visits and public events
- Liaison 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 foreign language contributors 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 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
• Draw up a press review for staff members
• 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: 21.570,06 RMB
• 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
• Administrative, but non-financial assistance will be offered in obtaining Chinese work visa and/or permit
• Estimated starting date: September 2020

Selection Procedure

After a pre-screening based on CV and cover letter, the selection procedure will comprise an oral test measuring competences in French, Dutch, English and Chinese, also evaluating the applicant’s skills and motivation. A second test comprises a written translation exercise. A final interview with the Ambassador is the last stage. Eventual administrative questions can be discussed during first rounds.

Required Degree and Competences

• Bachelor or Master degree
• Excellent command knowledge of Chinese Mandarin, both written and oral
• Excellent command of Dutch and/or French (knowledge of both languages is an asset)
• Excellent writing and oral translation and interpretation skills (CN-FR/NL-ENG-CN)
• Strong organisational, communication and interpersonal skills
• A great sense of discretion, meticulousness and sociability and a capacity for analysis and synthesis
• Good IT knowledge (Microsoft Office), and familiar with different social media channels.
• Teamplayer and flexible, driven and dynamic
• Any previous working experience in government administration, public service, communication, PR, translation will be considered an asset.

Applications

To apply for this position, please send your CV and cover letter no later than 14 June 2020, 23:00 (Beijing time) to 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 email (beijing@diplobel.fed.be) or by telephone (+86 10 6532 1736). Only shortlisted candidates will be contacted.