



Recruitment Notice – Events and Facilities Coordinator

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 of Ireland, Beijing, is seeking to recruit an Events and Facilities Coordinator. This is a full time position, subject to a probationary period. The successful candidate will be required to start as soon as possible.

Role and Responsibilities:

Three members of compound support staff will report to the Events and Facilities Coordinator. The Events and Facilities Coordinator will report to the Embassy Operations Manager. This role will include, but may not be limited to the following duties:

A. Events planning and management, including:

- Creation and maintenance of a database of service providers;
- Coordination with catering and event service providers in advance of, and during, events;
- Oversight the set-up, and reinstatement, of the event space;
- Management of support staff assisting at events.

B. Embassy stock management and procurement, including:

- Maintenance of event facilities;
- Maintaining and regular inventory of Embassy furniture and fittings;
- Maintenance and inventory of beverage stock for Embassy events;
- Securing quotations and procuring event related stock, with approval, and other day-to-day Embassy business needs.

C. Compound oversight, including:

- Supervision of 3 members of support staff;
- Oversight of maintenance of Chancery and outdoor areas of Embassy compound;
- Assisting the Operations Manager to liaise with contractors, local authorities etc, in relation to compound facilities;
- Administrative support tasks;
- Any other tasks, as requested from time to time, by the Ambassador, Deputy Head of Mission or the Operations Manager.

Essential requirements candidates must be able to demonstrate:

- Fluency in Mandarin and an excellent command of English, written and oral (Language test may be included as part of the shortlisting process);
- At least 1 year relevant experience working in or with a diplomatic Mission in China;
- Relevant professional experience of event planning and management or conference and banqueting experience;
- Excellent interpersonal and communication skills and proven abilities to work effectively as part of a team;



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- Excellent administrative skills, including proficiency in Microsoft Office;
- Excellent punctuality and time management and a high level of discretion, commitment and reliability.
- **The successful candidate must have a legal entitlement to live and work in the People's Republic of China prior to recruitment.**

Desirable:

- Knowledge of Ireland and its role in China;
- A proven ability to manage and present information effectively using up-to-date IT tools;
- Experience of interaction with Chinese official departments, agencies or other authorities.

Terms and conditions of employment and how to apply:

Start date:	As soon as possible
Location:	Embassy of Ireland, 3 Ritan Dong Lu, Beijing
Contract duration:	2 year fixed term
Working hours:	<p>35 hours per week including evening and weekend work.</p> <p>Some out-of-hours work will be required. Individuals unable to work out-of-hours where required should not apply for this post.</p> <p>The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted <i>pro rata</i>.</p>
Salary:	<p>The starting salary for this position is 116,976 RMB per annum.</p> <p>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.</p>
Eligibility:	Candidates must have a permanent, legal right to reside and work in the People's Republic of China and will be subject to employment and taxation law.
Closing date:	5pm, Friday 12 May 2023
How to apply:	<p>The Application Form for this position is available on the Embassy website https://www.dfa.ie/irish-embassy/china/about-us/job-opportunities/ <u>Applications which are not on the form will not be considered.</u></p> <p>Applicants must apply by completing the application form in English, saved in Microsoft Word or PDF format. The application form must be sent by email with the following</p>



	<p>subject line – “Job Application - Embassy Events and Facilities Coordinator” to: beijingrecruitment@dfa.ie</p> <p>Applications should arrive before 5pm (Beijing time) on Friday 12 May 2023. <u>Late applications will not be accepted and no correspondence will be entered into on this point.</u></p> <p>Applicants are advised to take care to use the correct subject line. Failure to use the correct subject line may result in the application missing the deadline and therefore being deemed inadmissible.</p>
Selection process:	<p>Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above. Please note that only short listed applicants will be contacted.</p> <ul style="list-style-type: none">• A language test may be included in the recruitment process;• Interviews will be competency-based. They will be conducted in English, by video conference. Candidates called to interview will be provided with more information prior to interview.• A second interview may be included in the recruitment process;• A panel may be set up depending on the calibre of candidates;• The Embassy will only contact referees if a candidate has been shortlisted for interview. At this point, the candidate will be deemed to have given their consent to contact the nominated referees.

General Data Protection Regulation:

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 in China is committed to a policy of Equal Opportunity.