



Kingdom of the Netherlands

## **Agricultural Assistant West China**

### **Ministry of economic Affairs of The Netherlands Consulate-General of the Kingdom of the Netherlands in Chongqing, P.R. China**

**(40 hours per week)**

#### **Job description:**

The Agricultural Assistant (AA) for West China is located in the Consulate-General (CG) of the Kingdom of the Netherlands in Chongqing (CG Chongqing). The AA reports to the Agricultural Counsellor at the Netherlands Embassy in Beijing. The AA is primarily responsible for information gathering and provision for the preparation and implementation of policies of the Netherlands Ministry of Economic Affairs in the area of agriculture as well as trade missions and import/export. The geographic working area covers the provinces of Chongqing, Sichuan and Shaanxi (main markets). As a staff-member of the CG Chongqing the AA will work closely together with the Consul-General and the economic department of the CG, and when required, will participate in general activities and tasks pertaining to the work of the CG.

#### Main assignments:

- Responsible for gathering market information, analyzing trends and policy in the field of agriculture;
- Enhancing Sino-Dutch cooperation by organizing, supporting relevant events and contributing to import/export and investment related projects.

#### Other assignments:

##### ➤ Sales & marketing:

- Contribute to the planning, management and evaluation of bilateral projects;
- Organize trade missions, individual and high-level visits, seminars, supporting participation at trade fairs;
- Keep track of market developments in West China and in the Netherlands;
- Proactively identify opportunities for Dutch agribusiness and establishing direct contact with the relevant players;
- Identify possible bottlenecks in regard to aforementioned tasks and contribute to solutions;
- Build and maintain a network of local organizations, research institutes, branch organizations, key players in market, media;
- Identify and attend external events in order to broaden local network.

➤ Services:

- Assist Dutch companies, branch organizations and research institutes in the process of entering West China market by providing information, answering questions, organizing fact-finding trips, etc.;
- Provide information to interested parties on agricultural policy and developments and trade opportunities in West China.

➤ Representation and communication:

- Represent the Netherlands Ministry of Economic Affairs in West China as regards agriculture in meetings with industry, government, media, partners and incoming delegations;
- Work and communicate closely with (1) colleagues at the Agricultural Bureau at the Embassy in Beijing and at the Ministry of Economic Affairs in The Hague; (2) colleagues from other Dutch diplomatic and non-diplomatic representations (embassy, consulates, Netherlands Business Support Offices, Netherlands Foreign Investment Agency);
- Maintain and keep up-to-date a database of company contacts, inquiries and events in customer service management system Achilles in order to share all relevant information with the parties concerned.

➤ General activities of the Consulate-General:

- In consultation with the Agricultural Counsellor at the Embassy in Beijing, participate in and contribute to general (joint) events, activities and tasks pertaining to the general work of the Consulate-General, such as incoming delegations;
- Participate in regular work meetings / staff meetings to ensure over-all coordination of activities at the CG.

**Job requirements:**

- Educated to higher professional graduate level;
- Minimum five years' experience required;
- Good communication skills;
- General knowledge and understanding of agriculture, forestry, nature and fisheries policy, legislation and regulations, government structure and agribusiness: general knowledge and understanding of current developments in policy domains, society and trading position of the area of representation;
- Appropriate network of contacts in relevant fields and capacity to build new contacts quickly;
- Understanding of relevant Economic Affairs, Agriculture and Innovation frameworks and legislation and regulation in the relevant policy the main;
- Skill in translating insights and information into recommendations, plans and reports and assessing the resultant policy consequences;
- Independently identifying and raising opportunities and bottlenecks and taking initiatives to exploit or resolve them;
- Good computer skills and experience with various computer programs
- Language proficiency:
  - Native speaker of Mandarin (Putonghua): speaking, reading and writing;
  - Additional proficiency in local (Chongqing / Sichuan) dialect is preferred;
  - Good command of written and spoken English;
  - A command of the Dutch language is desirable. Familiarity with and ability to adapt to Dutch culture and customs

- Strong sense of integrity, able to treat all project information with strict confidentiality.

#### **Working environment:**

The Agricultural Bureau at the Embassy in Beijing is subordinated to the Netherlands Ministry of Economic Affairs. Apart from Embassy there are AA colleagues in the Consulate General in Shanghai and Hongkong/Guangzhou.

The Netherlands is the world's second largest exporter of agricultural products, after the USA. Currently there are several big Dutch companies as well as SMEs active in China. Together these companies contribute to a wide range of food product import/export and food safety, innovative solutions for animal husbandry and aquaculture, food processing and packaging.

#### **Conditions of employment:**

- Person should have the Chinese nationality;
- The Chinese employee will be employed through the Diplomatic Service Bureau of the Chinese Government who will be the formal employer;
- The salary scale for this job is 8;
- The fixed term contract is for the duration of one year with a possibility to extend;
- 40 working hours per week.

#### **Information:**

For more information regarding the content of this position please contact Mr. Guido Tielman, Consul-General of the Netherlands in Chongqing, e-mail: [cho-az@minbuza.nl](mailto:cho-az@minbuza.nl) .

#### **Selection procedure:**

The selection procedure consists of an interview and a possibly a relevant (language) test of which the interested individual will be informed after the first round.

**Please send your motivation letter *and* resume in English before Thursday July 16, 2015 [cho-az@minbuza.nl](mailto:cho-az@minbuza.nl). Incomplete submissions will not be considered. Only shortlisted candidates will be contacted by approximately July 23, 2015.**

NB: if found suitable, internal candidates have priority over external candidates.