



Kingdom of the Netherlands

Agricultural and Administrative Assistant

**Agricultural Bureau, Ministry of Economic Affairs at the
Embassy of the Kingdom of the Netherlands,
Beijing, P.R. China
(38 hours per week)**

The Agricultural Bureau of the Embassy of the Kingdom of the Netherlands in Beijing has a vacancy for an Agricultural and Administrative Assistant.

Job description

The main activities of the agricultural department include agribusiness and policy support. The agricultural office represents the Netherlands Ministry of Economic Affairs / Directorate General for Agriculture in China and maintains to this effect strong connections with ministries and its agencies, Dutch and local agribusiness, and social institutions.

Main tasks

The main tasks of the Agricultural and Administrative Assistant are twofold; (financial) administration of the department office and events organisation.

- Financial and administrative management of the agricultural department;
- Implementing, supporting, monitoring and financial administration of agricultural business development programs & agricultural top sector projects;
- Events manager; organising seminars, Holland Pavilions, receptions, dinners, fairs and other agribusiness support activities;
- Answering agricultural trade requests and organising matchmaking events;
- Gathering information on market trends, agricultural statistics, and government policies for the sectors Agriculture, Nature, Food Quality and Fisheries (through network, ICT, news media);
- Interpreting and analysing information for policymakers and Dutch agribusiness for new market opportunities and/or projects for the Dutch export/agribusiness or for establishing strategic partnerships;
- Establishing and maintaining an adequate professional network with government authorities, agribusiness, interests groups and civil society;
- Writing reports and fact sheets;
- Interpreting EU and local legislation and regulation in relation to (Dutch) imports of agricultural goods or establishment of Dutch agribusiness concerning issues like: trade barriers, tariffs; food-safety, phyto-sanitation, veterinary, and other requirements for food products; clearance and approval procedures;
- Preparing visits/ field trips of Dutch agribusiness and/ or counsellor to country/ region and incidentally accompanying these visits if required;
- (Re)presenting the department at professional occasions;
- Working on contact database of the Agricultural department.

Job requirements

- University level in work and mind;
- At least 5 years professional working experience;
- Knowledge of finance and accounting;
- Experience in organizing and coordinating events;
- Knowledge of the country's agricultural, forestry and fishery policies, legislation, structure and agri-business;
- Adequate network in these fields or able to establish in relatively short time;
- Good verbal and written presentation of Chinese mandarin and English;
- Good communicative skills;
- Reading and speaking ability of the Dutch language is an advantage;
- Effective networker;
- Familiar with and knowledge of the Dutch and local culture and customs;
- Pro-active, able to take initiatives, team player, ability to work independently;
- Computer skills (Windows, Word, PowerPoint, Excel, Internet);
- Loyal to Dutch interests.

Working environment

- The Agricultural Team consists of 8 members; the Agricultural Counsellor and the Veterinary & Phytosanitary Counsellor, with 4 local staff at the embassy in Beijing and one local staff each at the Consulate General in Shanghai and in Hong Kong;
- The Agricultural Team is part of the staff of the Netherlands Embassy and cooperates closely with the Economic Team, the Science & Technology Team of the Ministry of Economic Affairs and other departments of the embassy as well as economic network of the Netherlands in China and Hong Kong, including the:
 - 4 Consulates General (Shanghai, Chongqing, Guangzhou, Hong Kong);
 - 6 NBSO's (Dalian, Jinan, Qingdao, Nanjing, Wuhan, Chengdu);
 - Offices of Wageningen UR and NAFTC in Beijing;
- A dynamic environment with many contacts with high level officials and business representatives and delegations visiting China, interaction with the different Chinese Ministries, especially the Ministry of Agriculture and the Administration of Quality Supervision, Inspection and Quarantine as well as NDRC, Mofcom, MIT and regional authorities at provincial and city level (Beijing, Shanghai, Guangzhou, Chongqing).

Conditions of employment

- Candidates should have the right to work in Mainland China;
- The successful candidate will offered a fixed term contract for 38 hours a week for the duration of one year with the possibility to extend;
- The salary scale for this position is 7;
- If the successful candidate is of Chinese nationality, he or she will (have to) officially be contracted by the Beijing Diplomatic Service Bureau (DSB). The official appointment will be subject to DSB's final agreement.

More information

For more information on the position as such, Agricultural Counsellor, Mr. Martin Olde Monnikhof can be contacted via mwm.oldemonnikhof@minbuza.nl.

For more details about the employment conditions at the Netherlands Embassy, Mr. Eugène Brat, Senior Human Resources Officer; PEK-HR@minbuza.nl / 010 8532 0240 can be contacted.

Selection procedure

The selection procedure consists of interviews and, if deemed necessary, relevant tests.

Please send your motivation letter and resume in English before May 18th, 2015 to PEK-HR@minbuza.nl. Incomplete submissions will not be considered.

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