



Kingdom of the Netherlands

**THE EMBASSY OF THE KINGDOM OF THE NETHERLANDS IN THE PEOPLE'S
REPUBLIC OF CHINA IS INVITING APPLICANTS FOR THE POSITION OF
SENIOR CULTURAL AFFAIRS OFFICER: MUSEUM COOPERATION/FILM/MUSIC
AND LITERATURE.**

CONDITIONS OF EMPLOYMENT:

- ☐ the successful candidate will be offered a fixed term contract for 38 hours a week for the duration of one year with the possibility to extend;
- ☐ the successful candidate of Dutch nationality will receive a local contract through the Embassy on which the Rrlok 2005 (Rechtspositieregeling lokaal indienstgenomen werknemers van het ministerie van Buitenlandse Zaken) is applicable. Persons of Dutch nationality are considered 'buitenlands belastingplichtig' by the tax authorities in the Netherlands;
- ☐ if the successful candidate has the Chinese nationality he or she will be employed through the Diplomatic Service Bureau of the Chinese Government, which will be the formal employer; in this situation, the official appointment will be subject to DSB's agreement;
- ☐ the salary scale for the position is 8; starting at CNY 18,987.00 gross a month. The salary offered will depend on years of relevant experience;
- ☐ the Embassy pays a 13th month.

INFORMATION:

For information on the position as such, see attached Job Description. If you would like more specific information regarding the content of this position please contact Mrs. Ineke van de Pol (Head Press and Cultural Section), tel.: 010-8532 0256, e-mail: ineke-vande.pol@minbuza.nl.

For more details about the employment conditions for this position, please contact Mr. Eugène Brat, Human Resources Officer, telephone: 010-8532 0240, e-mail: pek-hr@minbuza.nl.

APPLICATION:

Applicants are invited to send a motivation letter and resume in Dutch or English before June 30, 2017 to pek-hr@minbuza.nl. Incomplete submissions will not be considered.

SELECTION PROCEDURE:

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

NB: Suitable internal candidates have priority over external candidates.

JOB DESCRIPTION:

Date: June 2017

A: BASIC DETAILS OF THE JOB

Mission: Embassy of the Kingdom of the Netherlands at Beijing;

Position: 63377700

Job title: Senior Cultural Affairs Officer – Museum cooperation/film/music/literature;

Job level: 8;

Contract period: one year with the possibility to extend;

Number of hours: 38

GENERAL FEATURES OF THE JOB

Senior Cultural Affairs Officer – Museum cooperation/film/music/literature:

- is responsible for art & cultural disciplines (like: museum cooperation, film events and festivals, performing arts and literature);
- implements the Memorandum of Understanding that has been signed between the governments of China and the Kingdom of the Netherlands;
- maintains an adequate professional network with Chinese and Dutch government authorities and cultural organisations;
- contributes to the Dutch cultural policy and the Strategic Multi Annual Plan;
- develops and administers cultural projects;
- contributes to the general Press- and cultural department activities.

B.1. DUTIES AND RESULT AREAS

Description of duties:

Policy development and implementation:

- implement the Memorandum of Understanding 2017-2020 between the Chinese and Dutch government;
- extends and maintains a professional network with Chinese authorities like MoC, SARPPFT and Dutch authorities, as well as cultural institutions in the Netherlands like EYE, Film fund, Literature Fund, Dutch Culture, Mondriaan Fund e.a.;
- contributes to the implementation and monitoring of the Strategic Multi Annual Plan of the embassy.

Art and Culture:

- Encourages, develops and administers cultural projects in the field of:
 - museum cooperation and management (training and exhibitions);
 - film events like (online) film festivals and develop a strategy for a Chinese-Netherlands film co-production;
 - contributes to the promotion of Dutch (children's) literature;
 - contributes to the promotion of Dutch Performing arts.

General support:

- gathers information, write reports on cultural events, (through the network, internet, media);
- maintain and monitors the database for cultural network;
- supports the PCZ team (translations, cooperation with communication cluster).

Description of result areas:

Policy development and implementation:

- events mentioned in the Memorandum of Understanding have been implemented;
- professional network with Chinese and Dutch governmental and cultural institutions have been extended and is operational;
- events and activities in the Strategic Multiannual plan are implemented.

Art and Culture:

- museum management training is well organized in coordination with the MoC and OCW and with trainers from Dutch education institutions;
- realized 6 exhibitions annually by Dutch artists/photographers in China and possibly 1 Chinese exhibition in the Netherlands;
- yearly an Online Film Festival is organized with an increased number of viewers;
- cooperation with EYE and Film Fund and Film Academy has increased;
- film activities/event focus in the end on a film co-production;
- cooperation with Literature Fund has increased and there is an increased awareness of translated Dutch (children's) literature;
- Dutch Performing arts events have been increased.

General support:

- Active and positive contribution to the PCZ team realised.

B.2 CONTACTS

External

- ☐ with the Chinese and Dutch authorities and Chinese and Dutch cultural institutions like CICA, Dutch Culture, EYE, Film Fund, Film Academies, Literature Fund, Mondriaan Fund etc;
- ☐ with cultural colleagues at the Consulates-General and the Netherlands Business Support Offices in Mainland China.

Internal

- ☐ with Embassy staff, in particular with the different sections of the Economic Department.

B.3 KNOWLEDGE & SKILLS / JOB REQUIREMENTS

- university education level;
- at least 3 years professional experience in the cultural field;
- specialisation in the following fields: museum cooperation, music, film, literature, performing arts;
- pro-active, creative and takes initiative, a team player, ability to work independently on projects with a positive constructive attitude;
- experienced in working with projects, used to work under deadlines, with an eye for detail;
- knowledge of Dutch and China's cultural structure, cultural policies, legislation as well as cultural developments (national and international);
- skills in analysing questions and answering them orally and in writing;
- effective networker in the cultural fields and working in such a way that the network can be easily shared with colleagues;
- Dutch language as mother tongue and fluent in English, preferably good proficiency in Chinese;
- good communicative skills;
- familiar with and knowledgeable of Western and Chinese culture and customs;
- loyal to Dutch interests.

Competencies

- o Ability to work accurately;
- o Networking;
- o Initiative;
- o Creativity;
- o Commitment;
- o Ability to work with others;
- o Coordinating.

Skills

- pro-active, creative and able to take initiative;
- a team player with the ability to work independently with a positive and constructive attitude and underlines the one team spirit;
- able to deliver high quality results while working with deadlines;
- computer skills (Windows, Word, PowerPoint, Excel, Internet).

Other job requirements

- o willing and flexible to work overtime if required;
- o willing and available to travel if required.

C. WORK ENVIRONMENT

The Embassy of the Kingdom of the Netherlands in the People's Republic of China has 28 Netherlands' based staff members and 62 locally contracted staff members. Apart from the Embassy in Beijing, the Kingdom of the Netherlands has Consulates-General in Chongqing, Guangzhou, Shanghai and the Hong Kong S.A.R. as well as Business Support Offices in Chengdu, Dalian, Jinan, Nanjing, Qingdao and Wuhan.

The Press and Cultural Department (PCZ) is responsible for all activities related to press, culture and public diplomacy. The senior cultural officer will work closely with colleagues of the other departments of the Embassy and Consulates.

PCZ consists of 5 staff members and a head of the department. The two cultural officers of the Embassy have their own focus on the different cultural fields. The work environment is dynamic. The PCZ department works with (inter)national institutions and organizations, receives high level delegations and cooperates with the different Chinese governmental departments as well as with the broad cultural field and the press related network in Beijing and other parts of China.

For the period 2017-2020 China will be one of the focus countries within the Dutch international cultural policy. In the coming years the Embassy will implement this policy. Cultural activities will be carried out, supported and supervised. The Embassy plays a key-role in the coordination with the other parts of the Dutch network in China, for matters of international cultural policy as well as the larger cultural strategy.

D. TYPE OF EMPLOYEE REQUIRED

An enthusiastic and pro-active flexible team player with a creative mind and service skills. A conscientious professional who takes initiative, is accurate and dedicated to deliver high quality work. Dutch at native level, full comprehension of English language, preferably good knowledge of Mandarin language.