Administrative Assistant to the Immigration Liaison Officer

Embassy of the Kingdom of the Netherlands,
Beijing P.R. China

(20 hours per week)

Job description:
The general job of the administrative assistant to the Immigration Liaison Officer (ILO) is to support the liaison officer in his tasks. The Immigration Liaison Officer represents the Netherlands Immigration and Naturalization Service (IND) in China and also has an interest in Hong Kong and Mongolia. The main tasks of the Immigration Liaison Officer include:

1- Cooperating with countries in the region to prevent, in close cooperation with partners, illegal immigration to the Netherlands and partner states;
2- Informing the Netherlands Embassy and the Ambassador on a regular basis about possible new falsifications, trends and routes regarding illegal migration;
3- Training, informing and advising local and international colleagues, including international (immigration) authorities, conveyors and security companies etc. in the region about possible new falsifications, trends and routes regarding illegal migration;

The administrative assistant is responsible for the quality and punctuality of the products delivered by the ILO.

Duties and responsibilities:

- Maintaining the administration of the ILO in personnel, finance, operational collaboration and logistics
- Familiarising him/herself as soon as possible with the interdepartmental administration and procedural implementation of personnel issues and financial administration
- Processing and registering incoming messages and registering incoming and outgoing mail;
- Responsible for making up, processing and adjusting different ILO products such as special messages, alerts, PowerPoint presentations etc.;
- Contributing to the ILO reports and the network bulletins;
- Responsible for archiving messages and the maintenance of (progress) files;
- Maintaining contacts with local as well as international (immigration) authorities, conveyors, handlers and security companies in the region;
• Organising meetings, accommodation, tickets, transport for ILO and contacts of ILO (e.g. visitors and/or delegations travelling to or from the Netherlands);
• Keeping training material for supplies and operation up to date;
• Processing duties according to the requirements of the ILO back office formats;
• Maintaining a healthy working relationship with the ILO back office in the Netherlands and regularly contacting the back office concerning the duties at hand and completed tasks;
• Correct and speedy handling of requests received from the ILO, the ILO back office and/or the ILO network;

**Working environment:**
The Immigration Liaison Office at the Netherlands Embassy consists of the Immigration Liaison Officer and his administrative assistant.

The administrative assistant to the Immigration Liaison Officer is part of the staff of the Netherlands Embassy and co-operates closely with other departments of the embassy (e.g. the Internal Affairs department for the processing of (travel) declarations etc.) and the Dutch diplomatic network in China.

The Immigration Liaison Officer and his assistant work in a dynamic environment with a broad variety of contacts, including the ILO back office in the Netherlands, the world wide ILO network, local Chinese authorities and the Beijing network of other foreign immigration attachés/liaisons and their assistants.

**Job requirements**
• University level education;
• 1-2 years of experience as an administrative assistant;
• Native Chinese speaker
• Good verbal and written skills in English
• Able to translate between English and Chinese at a technical level;
• Knowledge of and proficiency in MS-office (Word, PowerPoint, Excel, Picture Manager);
• Good communication skills;
• Eager to learn new things and able to apply these on the work floor;
• Familiar with and knowledgeable of Dutch and Chinese culture and customs or open to learn about them and respect them;
• Loyal to Dutch interests;

The Immigration Liaison Officer is looking for an enthusiastic team-player with a professional and independent work attitude. The successful candidate has very good communication skills and pays attention to clear and comprehensive communication with his or her colleagues and manager. The administrative assistant should be capable of functioning effectively under stress and high work pressure and at all times maintain generally accepted social and ethical values.
**Conditions of employment:**
- The candidate should have the Chinese or Dutch nationality;
- Candidates with the Chinese nationality will be hired through the Diplomatic Service Bureau as contracted staff;
- The Administrative Assistant is employed by and reports to the office of the Immigration Liaison Officer at the Royal Netherlands Embassy in Beijing;
- The salary scale for this job is 6 and the salary number is 0. If the employee has proven relevant work experience there is a possibility to get a higher salary number;
- The successful candidate will be offered a contract for the duration of 1 year with a possibility to extend;
- It concerns a job for 20 hours a week.

**Information:**
If you would like more information regarding the content of this position please contact Mr Martin de Zwaan (Immigration Liaison Officer), Martin-de.Zwaan@minbuza.nl or 010 8532 0252

If you would like more information regarding the terms of employment at the Netherlands Embassy please contact Mrs Sjoukje Giesing (HR Officer), PEK-HR@minbuza.nl or 010 8532 0240.

**Selection procedure:**
The selection procedure consists of an interview and possibly an assessment.

Please send your motivation letter and resume in English *before* April 18, 2013 to PEK-HR@minbuza.nl.