



British Embassy
Beijing

JOB VACANCY
Trade and Investment Section

Position: Deputy Head of Trade and Investment Co-ordination Unit (TICU) (Visits and Marketing)
Position Code: 4575006
Grade: LEI
Contract Duration: Fixed - term contract of three years, subject for renewal
Position Open to: UK passport Holders with a valid “W” or “Z” visa

Applications are invited for the post of Deputy Head, TICU in the Trade and Investment Section of the British Embassy, Beijing.

Background:

UKTI is the British Government organisation that helps UK based companies succeed in international markets. It also assists overseas companies to bring high quality investment to the UK's vibrant economy.

TICU provides administrative support to the 33 strong Beijing UKTI team, and co-ordinates UKTI's activities in the UKTI teams in Beijing, Shanghai, Guangzhou and Chongqing (80 staff). The jobholder will have two main areas of responsibility; arrangement of Ministerial and other VIP visits with a trade and investment focus, and supporting UKTI Beijing's marketing programme and website content in UK and China.

This is an important and influential job in a busy section, and would suit a well-motivated person with an interest and background in event and visit management and marketing/PR work, ideally in the government field. The job demands someone with creative flair but also sound judgement, excellent attention to detail, strong organisational skills and a hands-on approach to problem solving, and an ability to meet deadlines. It also requires strong personal confidence and ability to solve problems under significant time pressures. The job offers high level access to senior officials and building your own network of influential contacts. We offer you the opportunity for learning/development and to be an important member of a team delivering high quality services to UK companies in China.

Main Duties:

- Lead Ministerial and other senior visit programmes and associated activity. Co-ordinating with other parts of UKTI, the Embassy, Consulates, Whitehall and the private sector as necessary.
- Co-ordinate production of written briefing for these visits.
- Maintain and develop visit-related contacts in government and business – particularly in Chinese regional cities.
- Work with the UKTI marketing officer, the regional marketing team (based in Hong Kong) and the Embassy Press and Public Affairs team, to deliver an enhanced programme of activity in Beijing. The purpose is to market the UK as a business and investment base for Chinese companies by raising awareness in China of UK business strengths. The jobholder will also be responsible for UKTI Beijing's growing presence in China's social media, including co-ordinating and editing the China-wide UKTI blog.
- Ensuring UKTI Beijing develops and posts good quality content on the UKTI and Embassy website. Help develop and write material.
- Line management responsibilities of local staff.
- Covering for Head of TICU during absences.

Requirements:

- UK passport Holder
- Residency in the UK for at least 2 years of the previous 10, one of which must have been for a consecutive 12 months period



Skill and Experience Requirements:

- University Degree.
- At least 3 years work experience in a government or commercial organisation.
- Good written language skills. Fluency in Mandarin highly desirable when dealing with local and government organisations.
- Marketing experience/and or qualification.
- Experience of Event/Visit/Project Management/PR is highly desirable.
- Familiarity with living in China.
- Computer literate.

Personal Qualities:

- Proven organisational skills.
- Ability to generate exciting and interesting ideas for marketing activities and visit programmes.
- Confident proactive self-starter.
- Ability to foresee or trouble-shoot problems and use own initiative.
- Flexible, able to multi-task under pressure.
- Excellent interpersonal and communications skills. A team player.
- Excellent networker, confident in dealing with people at all levels.

General conditions:

We offer a competitive package, which includes basic salary, performance related bonus, good leave entitlement and insurance plan, multi-cultural environment, well-designed training and development opportunities etc. The abated starting salary for this position is **RMB19,796/month**. The successful candidate will be employed under locally employed staff conditions within the British Embassy. Conditioned working hours is 35 hours/week from Monday to Friday. The job will also involve occasional irregular hours (especially during VIP visits) for which either Time-Off-in-Lieu (TOIL) or overtime payment will be available. It does not include a travel package from the UK. The successful candidate will be required to undergo a security vetting procedure to obtain the necessary security clearances.

How to apply:

Deadline for applications is 17:00, Monday 29th March 2010 (Beijing Time).

The British Embassy is an equal opportunity employer. The British Embassy is an equal opportunity employer and people with disabilities are encouraged to apply. Both female and male candidates are also equally encouraged to apply. Each application will be considered carefully. We thank all applicants for their interest, but only candidates short-listed for interview will be contacted.

If you are interested and meet the above-stated criteria, please send your CV together with a one-page of A4 letter explaining why you think you are suitable for this position (please clearly mark the Position Code and Position Title under the "subject" title of your email or fax), to:

The HR Office
The British Embassy
11 Guanghai Lu
Beijing 100600
Fax: 51924204
E-mail: recruitment.beijing@fco.gov.uk (Preferred)