**RECRUITMENT ANNOUNCEMENT**

The ASEAN-China Centre (ACC), as an inter-governmental organization, invites Chinese Nationals to apply for the position of

**Assistant - Education, Culture and Tourism Division**

**(one vacancy)**

SUBMISSION OF APPLICATION

16 January -10 February 2017

JOB DESCRIPTION

1. Assist the Tourism Officer with the daily work related to tourism of ASEAN countries and China.
2. Liaise with the governmental departments of ASEAN countries and China, international organizations, enterprises and media in tourism field.
3. Assist the ACC to write bilingual paperwork, letters, note verbals etc..
4. Provide support to develop, plan, organize, implement and follow-up ECTD project activities.
5. Other assigned work.

MINIMUM REQUIREMENT

1. In good health.
2. Bachelor degree or higher level qualification.
3. Excellent command of both Chinese and English, written and spoken.
4. Must possess a strong sense of commitment, professionalism and responsibility.
5. High-level interpersonal and communication skills as well as commitment to teamwork responsibility and collaborative work practices, and willingness to travel.
6. Adequate knowledge of Microsoft Office and Outlook and other relevant applications such as photo editing, etc.
7. Common knowledge of and/or demonstrate great interest on ASEAN and ASEAN-China relationship, commitment to promoting the development of relations between ASEAN and China.
8. Age between 25 and 40.
9. Working experience or internship in relevant filed would be a plus.

DOCUMENTS REQUIRED

1. Completed bilingual application forms (attached forms) with attached photo
2. A written English paper on self-introduction
3. A photocopy of Certificate of highest education

EMPLOYMENT PERIOD

Initial contract for a maximum of one year, inclusive of the two-months paid probationary period.

The contract could be extended on a one year basis depending on the performance.

SALARY

Salary negotiable.

Five social insurances and one housing fund.

Vocation: enjoy Annual Leave with pay in accordance with relevant regulations.

RECRUITMENT PROCESS

Applicants are required to go through written test & interview in English and Chinese languages.

Successful candidate is expected to start work at ACC on 6 March 2017.

CONTACT US

Ms. Guo Xiaoqing, Human Resource Officer, General Affairs and Coordination Division, ACC. E-mail: [guoxiaoqing@asean-china-center.org](mailto:zhaolin@asean-china-center.org)

**EMPLOYMENT APPLICATION FORM**

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| **PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| **NAME** | | | **OTHER NAME(S)** | | | | | | **GENDER** | | | | | | | | | | | **PHOTO**  **3.5\*5.3cm** |
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| **DATE OF BIRTH** | | | **MARITAL STATUS** | | | | | | **REGISTERED PERMANENT RESIDENCE** | | | | | | | | | | |
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| **TEL.** |  | | | | | **ID NUMBER** | | |  | | | | | **E-MAIL** | | |  | | | |
| **PRESENT ADDRESS** | | | | | |  | | | | | | | | | | | | | | |
| **FAMILY MEMBER** | | | | | | | | | | | | | | | | | | | | |
| **NAME** | | | | | **RELATIONSHIP** | | | | | | **DATE OF BIRTH** | | | | **CAREER** | | | | | |
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| **EDUCATION BACKGROUND**  **(starting from university)** | | | | | | | | | | | | | | | | | | | | |
| **NAME OF SCHOOL** | | | | **PERIOD OF STUDY (MONTH/YEAR)** | | | | | | | | | **MAJOR** | | | | | **DEGREE GRANTED** | | |
| **START** | | | | **END** | | | | |
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| **LANGUAGE PROFICIENCY**  **(If you have taken more than one type of test for foreign language, please indicate scores separately for each test)** | | | | | | | | | | | | | | | | | | | | |
| **FOREIGN LANGUAGE** | | | | | **LEVEL** | | | | | | **TEST TYPE** | | | | | **TEST SCORE** | | | | |
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| **EMPLOYMENT RECORD** | | | | | | | | | | | | | | | | | | | | |
| **NAME OF COMPANY**  **/ORGANIZATION** | | **POSITION** | | | | | **PERIOD OF EMPLOYMENT**  **(MONTH/YEAR)** | | | | | **MAIN DUTY** | | | | | | | **REASON FOR LEAVING** | |
| **FROM** | | | **TO** | |
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| **PERSONAL ACHIEVEMENTS** | | | | | | |  | | | | | | | | | | | | | |
| **Have you ever applied for a similar post in other inter-governmental and/or international organizations? If you have, please specify when you submit such application.** | | | | | | | | | | | | | | | | | | | | |
| **Do you have any record of criminal or traffic offences? If you have, please state the type(s) of offences.** | | | | | | | | | | | | | | | | | | | | |
| **I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I AGREE ANY FALSE INFORMATION IN THIS APPLICATION SHALL BE GROUNDS FOR DISQUALIFICATION OF EMPLOYMENT CONSIDERATION.**  **APPLICANT'S SIGNATURE :＿＿＿＿＿\_\_\_\_ DATE:** | | | | | | | | | | | | | | | | | | | | |

**NOTICE: APPLICATIONS SUBMITTED WILL ONLY BE USED FOR THE PURPOSE OF EMPLOYMENT CONSIDERATION BY THE ASEAN-CHINA CENTRE (ACC). ACC WILL RETAIN YOUR APPLICATIONS FOR FUTURE CONSIDERATION SHOULD AN APPROPRIATE POSITION IN ACC BECOMES AVAILABLE.**