



**THE EMBASSY OF THE KINGDOM OF THE NETHERLANDS IN THE PEOPLE'S REPUBLIC OF CHINA INVITES APPLICANTS FOR THE POSITION OF PROGRAMME SUPPORT OFFICER
Culture, Communication, Public Diplomacy & Education**

BASIC DETAILS

Job title: Programme Support Officer – Culture, Communication, Public Diplomacy & Education (CCO)

Mission: Embassy of the Kingdom of the Netherlands in Beijing

Job level: 06

Number of working hours per week: 38

Contract: One year, with intention to extend until December 2028

Starting date: As soon as possible.

ABOUT THE EMBASSY

The Embassy of the Kingdom of the Netherlands in Beijing represents the Netherlands in China and works closely with the Consulates-General in Guangzhou, Hong Kong and Shanghai.

Together, the missions promote cooperation between the Netherlands and China in areas including politics, trade, innovation, agriculture, culture, education and public diplomacy. They work with government institutions, universities, museums, cultural organisations, businesses and civil society partners throughout China.

ABOUT THE DEPARTMENT

The Culture, Communication, Public Diplomacy & Education (CCO) Department strengthens relations between the Netherlands and China through cultural cooperation, public diplomacy, communication and education.

The department develops and implements programmes that increase the visibility of the Netherlands, build sustainable partnerships and contribute to Dutch foreign policy objectives. Over the coming years, a major focus will be the preparation and implementation of the 2027 Bilateral Year marking 55 years of diplomatic relations between the Kingdom of the Netherlands and the People's Republic of China. The programme will include exhibitions, performances, conferences, educational initiatives, communication campaigns and high-level visits throughout China.

ABOUT THE ROLE

Working under the supervision of the Head of the CCO Department, you support the preparation and implementation of programmes, events and visits.

You help organise activities, maintain project administration, contribute to communication activities and provide practical support to colleagues and partners.

The position combines programme support, event organisation, communication and administration in an international working environment.

KEY RESPONSIBILITIES

You will:

- Support the preparation and implementation of cultural, communication, education and public diplomacy projects;
 - Assist with organising exhibitions, conferences, performances, workshops, networking events and official visits;
 - Provide logistical and organisational support for high-level visits and delegations;
 - Prepare meeting agendas, presentations, background information and briefing materials;
 - Contribute to newsletters, website updates, social media content and other communication materials;
 - Monitor developments in relevant sectors and collect information for colleagues;
 - Support project administration, including contracts, procurement procedures, budgeting, reporting, travel arrangements and record management;
 - Maintain project files, contact lists and planning overviews;
 - Assist colleagues in coordinating activities with Dutch and Chinese partner organisations;
 - Perform other duties consistent with the position as required.
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WHAT YOU WILL ACHIEVE

In this role you contribute to:

- Well-organised projects and events;
 - Efficient preparation of official visits and delegations;
 - Reliable administrative and organisational support for the CCO team;
 - Timely preparation of project documentation and communication materials;
 - Accurate project administration and reporting;
 - Successful implementation of activities contributing to the 2027 Bilateral Year.
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WORKING RELATIONSHIPS

You will work closely with:

- colleagues at the Embassy in Beijing;
- colleagues at the Consulates-General in Guangzhou, Hong Kong and Shanghai;
- Dutch ministries and government organisations;
- DutchCulture and other Dutch cultural organisations;
- Chinese universities, museums and cultural organisations;
- external suppliers and service providers;
- other embassies and international partners where appropriate.

The position works under the direction of the Head of the CCO Department and in close cooperation with other members of the CCO team.

KNOWLEDGE AND EXPERIENCE

You bring:

- Bachelor's degree (HBO) or equivalent working and thinking level;
- at least three years of relevant work experience;
- experience supporting projects, programmes or events;
- excellent organisational skills;
- strong administrative skills;
- excellent written and spoken English;
- Mandarin language skills;
- Dutch is an advantage;
- experience with Microsoft Office;

- affinity with digital communication tools;
 - ability to work accurately, organise multiple tasks and meet deadlines;
 - a proactive, service-oriented and collaborative attitude.
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WORKING ENVIRONMENT

The Embassy offers a dynamic and internationally oriented working environment where collaboration, professionalism and initiative are valued.

You will become part of a small, ambitious and enthusiastic team that works closely with colleagues across the Embassy network and with leading Dutch and Chinese organisations. No two days are the same, and your work will contribute to a wide variety of cultural, communication and public diplomacy activities.

EMPLOYMENT CONDITIONS

- You will be offered a one-year contract, with the intention of extending your employment. Please note that this is a temporary position, and the role will cease to exist in December 2028.
 - This position is open to both Chinese and non-Chinese applicants who meet the requirements of the position. Employment conditions will be in accordance with the applicable regulations for the respective employment category.
 - The Embassy has a 38-hour working week.
 - Dutch nationals will be hired directly by the Embassy;
 - Chinese nationals will be employed via the Beijing Personnel Services Corporation of the Beijing Diplomatic Services Bureau;
 - The position is classified in pay level 6. The corresponding salary scale comprises 16 pay numbers, from zero through 15. The successful candidate will be offered a pay number in accordance with the years of relevant experience;
 - The Embassy pays a 13th month salary.
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INFORMATION

For more information about the position or employment conditions, please contact pek-hr@minbuza.nl.

APPLICATION

Please send your CV and motivation letter (both in English or Dutch) to: pek-hr@minbuza.nl before August 25, 2026.

Please mention *Application – Programme Coordinator CCO* in the subject line.

Incomplete applications will not be considered.

Selection Procedure

The selection procedure consists of one or more interviews and may include a written assignment.

Appointment is subject to the successful completion of the applicable screening procedures and, where relevant, obtaining the required permits.

The preferred starting date is as soon as possible.