

招聘 • 巴基斯坦驻华大使馆

巴基斯坦驻华大使馆(北京)对当地雇员招聘下列职位:

1. 贸易发展专员 (3 个职位空缺)

工作职责: 开展市场和政策研究, 组织促进巴基斯坦参与展览, 建立省级和市级沟通渠道, 建立贸易发展材料。负责管理大使馆的贸易投资网站和管理境内巴基斯坦国家馆。

资格要求:

- 经济学、市场营销、金融、贸易、商学、工商管理、统计学、或相关领域的硕士或以上学位。
- 至少 5 年相关工作经验
- 优秀的分析、统计和通信技术技能, 能够处理复杂的贸易和经济数据
- 精通中英文, 有较强的报告写作和会议记录技巧
- 良好的人际交往能力和在团队环境中的工作记录
- 了解中国的营商环境; 有相关行业联系人优先考虑录用
- 有与巴基斯坦和中国政府部门(如商务部、海关总署)沟通交流经验优先考虑
- 非常了解中国的贸易趋势、行业和监管制度
- 对以下 13 个部门的专业知识将优先考虑录用

2. 投资专员 (2 个职位空缺)

工作职责: 开展市场研究, 组织贸易和投资机会, 促进巴基斯坦在展览和活动中的参与度, 并建立省级网络, 以推动对优先部门的投资。该角色包括监督大使馆的投资门户网站的开发和维护。

资格要求:

- 经济学、市场营销、金融、贸易、商学、工商管理、统计学、信息通信技术或相关领域的硕士或以上学位
- 至少 5 年的相关工作经验
- 良好的研究和分析能力, 良好的沟通和人际交往能力
- 精通中英文, 具有较强的报告写作和文档编制能力
- 团队合作, 并独立承担具有挑战性的任务
- 有财务、经济或通信技术背景的候选人将被优先录用
- 熟悉中国的投资趋势、行业和监管制度

两个职位的统一要求:

- 积极主动、结果导向, 并具有抗压能力
- 优秀的组织能力、适应性和关注细节
- 具有良好的团队合作能力, 能服从管理, 与领导和外部利益相关者进行有效沟通
- 熟悉中国和巴基斯坦在内世界各国各行业领域

i. 矿业和炼油	v. 钢铁	ix. 电动汽车
ii. 太阳能电池和模块	vi. 手机	x. 电子产品, 笔记本电脑, 家用电器
iii. 石油化学产品和炼油厂	vii. 劳动密集型产业转移	xi. 尿素和肥料
vi. 大型合成纺织、纱线和织物	viii. 农业食品园区	xii. 半导体制造 xiii. 信息通信技术

申请:

请在 2024 年 11 月 15 日之前将您的简历和求职信 (不超过一页英文) 发送到 commercial@pakbj.org 通过筛选的候选人会进行面试联系。详细的工作职责请扫描以下二维码

Job Opportunities at the Embassy of Pakistan, Beijing

The Embassy of Pakistan, Beijing, is hiring for the following local positions

1. Trade Development Officer (3 Positions)

- **Responsibilities:** Conduct market and policy research, organize and enhance Pakistan's participation in exhibitions, build provincial and municipal-level networks, and develop content for trade promotion materials. Responsible for managing the Embassy's Trade and Investment Portal and managing Pakistan pavilions across China.

- **Qualifications:**

- Master's degree or above in Economics, Marketing, Finance, Trade and Commerce, MBA, Statistics, ICT, or related fields.

- Minimum 5 years of experience in a dynamic, professional environment.

- Excellent analytical, statistical, and ICT skills, with the ability to handle complex trade and economic data sources.

- Proficiency in English and Chinese, with strong report writing and minute-taking skills.

- Strong interpersonal skills and a proven track record of working in team environments.

- Knowledge of China's business environment; contacts in local business circles will be an asset.

- Experience in dealing with government departments (e.g., MOFCOM, GACC) in Pakistan and China is highly desirable.

- Excellent knowledge of Chinese trade trends, sectors and regulatory regime.

- Special knowledge on the below mentioned 13 sectors would be an asset.

2. Investment Officer (2 Positions)

- **Responsibilities:** Conduct market research to identify trade and investment opportunities, promote Pakistan's presence in exhibitions and events, and build provincial-level networks to drive investment in priority sectors. The role includes overseeing the development and maintenance of the Embassy's Investment Portal.

- **Qualifications:**

- Master's degree or above in Economics, Marketing, Finance, Trade and Commerce, MBA, Statistics, ICT, or related fields.

- Minimum 5 years of experience in a professional and dynamic setting.

- Strong research and analysis capabilities, with excellent communication and interpersonal skills.

- Proficiency in English and Chinese, with strong report writing and documentation skills.

- Ability to work well within a team and independently take on challenging assignments.

- Candidates with financial, economic, or IT backgrounds will be given preference.

- Excellent knowledge of Chinese investment trends, sectors and regulatory regime.

General Requirements for Both Positions:

- A proactive, results-driven approach and willingness to work in a challenging environment.

- Strong organizational skills, adaptability, and attention to detail.

- Proven teamwork abilities and effective communication with team leaders and external stakeholders.

- Excellent knowledge of the following sectors in the world, China and Pakistan.

i. Mining and Refining	v. Iron and steel Complex	ix. Electric vehicles
ii. Solar cells and modules	vi. Cell Phones manufacturing	x. Electronics, Laptop, home appliances
iii. Naphtha cracker facilities and oil refining	vii. Labour Intensive sectors for relocation	xi. Urea and fertilizer
vi. Large scale synthetic yarn and fabric	viii. Agriculture food parks	xii. Semi-conductors manufacturing & xiii ICT

How to Apply:

Please send your resume and a cover letter (not more than a page in English) to commercial@pakbj.org by 15 November 2024. Only shortlisted candidates will be contacted for interviews. Detailed TORs can be accessed using the following QR code.

