



## Vacancy announcement

### The Danish Embassy is looking for a new staff member

<b>Position:</b>	Political Affairs Officer
<b>Type of employment:</b>	Full time permanent employment on a local contract
<b>Starting date:</b>	November 2021 (as soon as possible after job offer)
<b>Location:</b>	Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26
<b>Application deadline:</b>	26 September 2021

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The Embassy is seeking to recruit an energetic, efficient, and proactive Political Affairs Officer from November 2021.

As a member of the political section of the embassy, you will be involved in economic and political analysis and reporting. Moreover, you will be part of the team managing the embassy's strategic sector collaboration on digitalisation and innovation between Danish and Brazilian authorities. You are, however, expected to show the flexibility required for an optimal handling of the entire portfolio of the Embassy and thus be ready to contribute to handling tasks outside your own portfolio.

#### **Main tasks and responsibilities as Political Affairs Officer**

- Analyse and report on economic and political developments in Brazil
- Build and maintain a wide network of contacts
- Support the strategic sector cooperation on public digitalisation, modernisation and innovation between Danish and Brazilian authorities
- Participate in EU coordination meetings
- Prepare visits by Danish delegations to Brazil and vice versa
- Ensure that embassy management and other embassy colleagues are informed about news and major events within your portfolio

#### **Required qualifications**

- Minimum bachelor degree
- At least two years of relevant work experience
- Appetite for working with Danish-Brazilian bilateral relations
- Excellent spoken and written Portuguese and English
- Solid IT (Microsoft Office)
- A pro-active, open-minded, creative approach to handling of tasks
- Flexible and able to adapt to the changing needs of the Embassy
- Self-motivated and able to work independently

#### **We offer**

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
- Great opportunities for further development of your professional and personal competences
- A large degree of autonomy in your work
- Opportunity to define your own work streams

#### **Employment conditions**



**ROYAL DANISH EMBASSY**  
*Brasilia*

- We offer a full time permanent employment on a local contract based on the legally binding labour market rules of Brazil.
- Your standard working hours will be 35 hours per week with a degree of flexibility in organizing your own daily working hours.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- You and your dependant family members will be offered reasonable coverage of sickness expenses.

**Application and recruitment process**

To apply for the position, please send your application (motivation letter and CV) in English to the Embassy by e-mail to [bsbamb@um.dk](mailto:bsbamb@um.dk), marked (Ref.: Political Affairs Officer 2021) no later than 26 September 2021.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews – expected to take place during October 2021.

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

**Questions**

For any questions regarding the position, please contact Mette Strand Gjerløff, Deputy Head of Mission, at [metgje@um.dk](mailto:metgje@um.dk).

**About us**

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Brazil, Guyana and Suriname. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 12 employees, of whom four are posted from the Danish Ministry of Foreign Affairs and other Danish public authorities.

For more information about the Embassy, please refer to [www.brasilien.um.dk](http://www.brasilien.um.dk).