



Vacancy announcement

The Danish Embassy is looking for a new staff member

Position:	Administrative Officer
Type of employment:	Full time permanent employment on a local contract
Starting date:	1 April 2025 (tentatively)
Location:	Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26
Application deadline:	15 February 2025

The Embassy is seeking to recruit an energetic, efficient and proactive Administrative Officer from 1 April 2025.

The almost 200 years of bilateral relations between Denmark and Brazil are being strengthened these years through deep sector partnerships and multilateral cooperation, and a number of high level visits are lined up. To make sure we can deliver on the ambitious bilateral agenda, the Danish Embassy in Brasília is searching for a new colleague to join our administrative team. Could this be something for you?

As administrative officer you will work closely with the rest of the administrative team to support the well-functioning of the embassy. Main tasks and responsibilities will include:

- Answering and screening incoming phone calls and emails, replying to general queries.
- Assisting with communication and administrative issues with the Brazilian Ministry of Foreign Affairs and with countries side-accredited to the embassy.
- Register and manage incoming and outgoing documents and correspondence
- Keep and update the ambassador's agenda, booking and planning of her travels
- Assisting with planning and organizing of meetings, events and high level visits/delegations

You will also help:

- Maintaining contact with suppliers, make quotations, and monitor the execution of services at the Embassy
- Assisting with administrative and financial systems
- Monitoring office supplies inventory and request replenishment when necessary
- Carrying out inventory control and care of the Embassy's assets
- Support small IT demands, such as equipment installation and problem checking

Required qualifications

- Higher education (min. bachelor) in administration or related areas
- At least two years of relevant work experience
- Excellent spoken and written Portuguese and English
- Solid IT (Microsoft Office)
- Experience working within an embassy or international organisation will be an asset
- A pro-active, open-minded, creative approach to handling of tasks
- Flexible and able to adapt to the changing needs of the Embassy



ROYAL DANISH EMBASSY
Brasília

- 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

- You will be offered full time permanent employment on a local contract based on the legally binding labour market rules of Brazil.
- Your standard working hours will be 40 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.
- A health insurance scheme and food aid are offered as part of the compensation.

Application and recruitment process

To apply for the position, please send your application (cover letter and CV with 2 references) in English to the Embassy by e-mail to bsbambadmin@um.dk, marked (Ref.: Administrative Officer) no later than February 15th.

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 February 2025.

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

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Brazil and other five countries: Argentina, Guyana, Paraguay, Suriname and Uruguay. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 18 employees, of whom five 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.