



Vacancy announcement

Position:	Cooperation and Visa handling assistant
Type of employment:	Full time permanent employment on a local contract
Starting date:	1 June 2025 (tentatively)
Location:	Danish Consulate General, Oscar Freire 379, Rua Oscar Freire 379, Cj 31, 01426-900 / São Paulo-SP
Application deadline:	28 April 2025

Interested in working with sustainable urban development and Danish-Brazilian bilateral relations and assisting on residency visa handling?

The Danish Consulate General in São Paulo is seeking to recruit an efficient and proactive Cooperation and Visa handling assistant. This is an entry-level position, ideal for candidates who are beginning their professional careers or seeking to gain foundational experience in the field.

In this position, you will be involved in the strategic sector cooperation between Cities of São Paulo and Copenhagen focused on sustainable urban development and supporting the Sector Counsellor with coordination, strategic development, engagement with both cities, analysis and much more. In addition to this, you will take part in assisting on handling visa cases by reviewing applications and submitting them to the Visa team at the Danish Ministry of foreign affairs.

Main tasks and responsibilities as Cooperation and Visa handling assistant

Strategic sector cooperation between Cities of São Paulo and Copenhagen

- Arrange, participate and report on meetings with relevant local and international stakeholders
- Prepare visits by Danish delegations to Brazil and vice versa.
- Prepare presentations and speaking points.
- Engage with teams in both cities.
- Develop analysis and reports.

Visa application handling

- Review applications before sending to Copenhagen
- Check application supporting documents
- If necessary, call relevant local stakeholder to verify authenticity of documents

Required qualifications

- A bachelor's degree in political science, international relations, economics, or a related field is required; final-year undergraduate students in these disciplines are also encouraged to apply;
- Familiarity to sustainability and previous experience working with cities is a plus, but not a requirement;
- Proven excellent spoken and written Portuguese and English;
- Solid IT knowledge (Microsoft Office);

- A pro-active, open-minded, creative approach to handling of tasks and solid networking skills;
- Flexible and able to adapt to the changing needs of the Consulate General;
- Self-motivated team player, able to drive processes and initiatives.

We offer

- An inter-cultural and dynamic work environment with a wide range of diverse tasks;
- A solid degree of autonomy in your work;
- Opportunities to develop a great network.

Employment conditions

- 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 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 is offered as part of the compensation

Application and recruitment process

To apply for the position, please send your application (motivation letter and CV) in English to saogkl@um.dk by 28th of April 2025

The Consulate General 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 May of 2025. A second interview as well should be expected as part of a second phase of the selection process.

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

The Consulate is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying ([Privacy Notice \(um.dk\)](#)). By sending your application, you actively consent to our processing of your personal information. In the abovementioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

Questions

For any questions regarding the position, please contact saogkl@um.dk

About us

The Danish Consulate is part of the Danish Foreign Service. The Consulate deals mostly with Trade affairs covering Brazil, Argentina, Uruguay, Paraguay, Guyana and Suriname. The Consulate is an ambitious, high-paced and dynamic workplace with approximately 10 employees, of whom three 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.