



## Vacancy announcement

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

<b>Position:</b>	Political and Economic Affairs Officer
<b>Type of employment:</b>	Full time permanent employment on a local contract
<b>Starting date:</b>	1 September 2022 (tentatively)
<b>Location:</b>	Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26
<b>Application deadline:</b>	4 August 2022

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Interested in working with Danish-Brazilian bilateral relations? The Danish Embassy in Brasília is seeking to recruit an efficient and proactive Political and Economic Affairs Officer from 1 September 2022.

As a member of the political section of the embassy, you will be involved in political and economic analysis and reporting. Moreover, you will be part of the team managing the embassy's strategic sector collaborations between Danish and Brazilian authorities.

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

- Analyse and report on political, social and economic developments and mayor events in Brazil
- Arrange, participate and report on meetings with relevant local and international stakeholders
- Support the strategic health sector cooperation between Danish and Brazilian authorities
- Prepare visits by Danish delegations to Brazil and vice versa

For an optimal handling of the entire portfolio of the Embassy you are expected to contribute to tasks and projects in other areas of the Embassy's work.

#### Required qualifications

- Ability to identify, analyse and communicate political and economic developments in Brazil
- Minimum bachelor degree in political sciences, international relations, economics, or related areas. A postgraduate degree is highly desirable.
- At least three years of relevant work experience
- 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 Embassy
- Self-motivated team player, able to drive processes and initiatives.

#### We offer

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

#### Employment conditions

- We offer a full time permanent employment on a local contract based on the legally binding labour market rules of Brazil.



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*Brasília*

- 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.
- You and your dependant family members will be offered an insurance for 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 and Economic Affairs Officer 2022) no later than 4 August 2022.

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 August 2022.

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 Thábita de Maria Pereira, Head of Admin, at [thaber@um.dk](mailto:thaber@um.dk), and/or 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, Argentina, Uruguay, Paraguay, 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).