



**ROYAL DANISH EMBASSY**  
*Brasília*

## Vacancy announcement

### The Danish Embassy is looking for a New Political and Economic Affairs Officer

<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>	15 July 2024 (tentatively)
<b>Location:</b>	Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26
<b>Application deadline:</b>	20 May 2024

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Interested in working with Danish-Brazilian bilateral relations? The Danish Embassy in Brasilia is seeking to recruit an efficient and proactive Political and Economic Affairs Officer from 15 July 2024 or as soon as possible hereafter.

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
- Prepare visits by Danish delegations to Brazil and vice versa.
- Support the strategic sector co-operations between Danish and Brazilian authorities within sustainable energy, health, intellectual property and digital government, supporting the posted staff sent out in these areas.
- Participate in our work aimed to support Danish companies' activities in Brazil across a number of sectors, including, in close collaboration with our colleagues in the Trade Council at the Consul General in São Paulo.

For an optimal handling of the entire portfolio of the Embassy, you are also 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 two years of relevant work experience
- Familiarity to the health sector 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 Embassy
- Self-motivated team player, able to drive processes and initiatives.



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### **We offer**

- An 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 solid 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.
- 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 the Embassy by e-mail to [bsbamb@um.dk](mailto:bsbamb@um.dk), marked (Ref.: Political and Economic Affairs Officer 2024) no later than 20 May 2024.

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 May of 2024. 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.

### **Questions**

For any questions regarding the position, please contact team leader Bruna Luiza Becker Karnal ([brubec@um.dk](mailto:brubec@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 20 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](http://www.brasilien.um.dk).