



ROYAL DANISH EMBASSY
Brasília

Vacancy announcement

The Danish Embassy is looking for a new Head of Administration and Consular Affairs

Position:	Head of Administration and Consular Affairs
Type of employment:	Full time permanent employment on a local contract
Starting date:	1 March 2023 (tentatively)
Location:	Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26
Application deadline:	31 January 2023

The Embassy is seeking to recruit an energetic, efficient, and proactive Head of Administration and Consular Affairs from 1 March 2023.

As the leader of the administration and consular team of the embassy, you will manage the embassy's operations ranging from management & accounting to maintenance, human resources and consular affairs. You will also take part in the daily operational activities of the team, and when required assist on *ad hoc* basis with other tasks of the Embassy.

Main tasks and responsibilities as Head of Administration

- Manage staff, oversee and participate in day-to-day operations in the areas of administration, finance, maintenance and consular service.
- Be actively involved in handling consular affairs in Brazil and side accredited countries of Argentina, Paraguay, Uruguay, Suriname and Guyana.
- Monitor operating and investment budgets and spending, including perform regular cost analysis and negotiate contracts and agreements with vendors.
- Oversee and participate in HR activities, including hiring and on boarding of new staff and interns as well as compliance with Embassy Staff Rules.
- Ensure compliance with MFA instructions, rules and regulations.
- Take lead on administrative and maintenance projects.
- Take lead on IT maintenance and updates.

Required qualifications

- Minimum bachelor degree. A postgraduate degree in administration, public management or finance is highly desirable
- At least six years of relevant work experience, including solid knowledge and experience within accounting and finance
- Excellent spoken and written Portuguese and English
- Solid IT experience
- A proactive and efficient approach to handling of tasks
- Flexible and able to adapt to the changing needs of the Embassy



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- Self-motivated and able to work independently
- Demonstrated leadership and teambuilding skills. Previous team-leader experience would be preferred.

We offer

- An 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

- 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, marked (Ref.: Head of Administration) no later than 31 January 2023.

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 February 2023. A second interview as well as psychological assessment 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 Mette Strand Gjerløff, Deputy Head of Mission, at 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 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 www.brasilien.um.dk.