



## Vacancy announcement

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

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

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The Embassy is seeking to recruit an energetic, efficient, and proactive Head of Administration from 1 August 2022.

As the leader of the administration team of the embassy, you will manage and improve the efficiency of the embassy's operations ranging from management & accounting to maintenance, human resources and consular affairs. You are, however, expected to show the flexibility required for an optimal handling of the entire portfolio of the Embassy and thus be ready to contribute to handling tasks outside your own portfolio.

#### Main tasks and responsibilities as Head of Administration

- Manage staff and oversee day-to-day operations in the areas of administration, maintenance and consular service, and provide assistance as required.
- Monitor operating and investment budgets and spending, including perform regular cost analysis and negotiate contracts and agreements with vendors.
- Oversee HR requirements, including hiring and training 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, e.g. Green Embassy Project.

#### Required qualifications

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



**ROYAL DANISH EMBASSY**  
*Brasília*

### **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.
- You and your dependant family members will be offered 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.: Head of Administration) no later than 26 June 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 July 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 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, 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.

The Embassy performs the functions common to such an operation – administrative (including accounting and maintenance), consular, political & economic and public affairs (culture & communication). Besides, the Embassy has strategic sector collaborations between Danish and Brazilian authorities on health and on digitalisation & innovation.

For more information about the Embassy, please refer to [www.brasilien.um.dk](http://www.brasilien.um.dk).