



ROYAL DANISH EMBASSY
Brasília

Vacancy

The Danish Embassy is looking for a Consular Affairs Officer

Position:	Consular Affairs Officer
Type of employment:	Full time (40 hrs) permanent employment on a local contract
Starting date:	July 1 st 2024 (tentatively)
Location:	Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26
Application deadline:	April 26 th 2024

We are seeking to recruit a Consular Affairs Officer to join our embassy team from July 2024.

The Danish Embassy caters for consular affairs for Danish citizens in need of assistance in Brazil as well as Argentina, Guiana, Paraguay, Uruguay and Suriname. We work closely together with the Consulate General in São Paulo and our team of 18 honorary consuls that assist us in the region. The Danish consular structure also counts with a highly effective 24/7 centre in Copenhagen that supports us outside local opening hours and in cases of mayor consular events.

The recruited person will refer to the leader of our administrative team and work closely with the management in more complex cases.

Main tasks and responsibilities

- Answering incoming inquiries from citizens, helping them out and/or guiding them to the relevant Danish authorities / sources of information
- Process passports and other consular related documents
- Advise our honorary consuls and work together with them in the issuing of emergency passports
- Stay up-to-date with the different consular instructions and other relevant administrative guidelines to ensure compliance in the various consular tasks
- Handling other administrative tasks at the embassy when required

Qualifications

- Higher education within a relevant academic area
- Min. two years of experience within Consular Affairs or within another relevant administrative area
- Excellent spoken and written English and Portuguese
- Danish or another Nordic language would be an advantage (but not a must) – so would Spanish
- Solid IT (Microsoft Office)
- Self-motivated and able to work independently.
- Care for details / compliance
- Empathetic, communicative and motivated by delivering valuable assistance to the citizens we serve

We offer

- An inter-cultural and dynamic work environment with a wide range of diverse tasks



ROYAL DANISH EMBASSY
Brasília

- Solid opportunities for further development of your professional and personal competences
- A good degree of autonomy in your work

Employment conditions

- You will be offered 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 and food aid are offered as part of the compensation.

Application and recruitment process

To apply for the position, please send your application (cover letter and CV with 2 references) in English to the Embassy by e-mail to bsbambadmin@um.dk, marked (Ref.: Consular Affairs Officer 2024) no later than April 26th.

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 1st half of May 2024.

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

About us

The Danish Embassy is part of the Danish Foreign Service. It is an ambitious, high-paced and dynamic workplace with approximately 18 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.