



**ROYAL DANISH EMBASSY**  
*Brasília*

## Vacancy announcement

### The Danish Embassy is looking for a Political Affairs Officer to help coordinate our climate cooperation

|                              |  |
|------------------------------|--|
| <b>Position:</b>             | Temporary Political Affairs Officer                              |
| <b>Type of employment:</b>   | Full time temporary employment on a local contract               |
| <b>Starting date:</b>        | August 1 <sup>st</sup> 2024 (tentatively)                        |
| <b>Location:</b>             | Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26 |
| <b>Application deadline:</b> | June 7 <sup>th</sup> 2024  |

---

Interested in working with Danish-Brazilian bilateral relations with a focus on our cooperation within Climate and Global Climate Politics? The Danish Embassy in Brasília is seeking to recruit an efficient and proactive Political Affairs Officer from August 1<sup>st</sup> 2024 or as soon as possible hereafter for a temporary position running until 31<sup>st</sup> of December 2025.

As a member of the political section of the embassy, you will help coordinate our collaboration with Brazil related to G20, COP30 and other high level events taking place over the next 18 months.

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

- Arrange, participate and report on meetings with relevant local and international stakeholders with a main focus on events related to climate
- Develop and implement projects related to climate change and sustainable development.
- Prepare visits by Danish delegations to Brazil and vice versa.
- Analyse and report on political, social and economic developments and mayor events related to climate in Brazil.

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. This includes supporting 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.

#### Required qualifications

- Minimum bachelor degree in political sciences, international relations, economics, or related areas. A postgraduate degree is highly desirable.
- Familiarity to climate cooperation and global climate politics is a plus, but not a requirement
- Ability to identify, analyse and communicate political and economic developments in Brazil
- At least two years of relevant work experience
- Excellent spoken and written Portuguese and English.
- Danish and/or Spanish skills are a plus but not a requirement
- 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.



**ROYAL DANISH EMBASSY**  
*Brasília*

### **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 temporary 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.: Temporary Political Affairs Officer 2024) no later than June 7<sup>th</sup> 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 June of 2024.

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).