



Vacancy announcement

The Danish Embassy is looking for a new staff member

Position:	Economic and Political Affairs Officer
Type of employment:	Full time permanent employment on a local contract
Starting date:	1 February 2021 (tentatively)
Location:	Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26
Application deadline:	29 November 2020

The Embassy is seeking to recruit an energetic, efficient, and proactive Economic and Political Affairs Officer from 1 February 2021.

As a member of the political section of the embassy, you will be involved in economic and political analysis and reporting. Moreover, you will be part of the team managing the embassy's strategic health sector collaboration between Danish and Brazilian authorities. 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 Economic and Political Affairs Officer

- Analyse and report on economic and political developments in Brazil, Guyana and Suriname
- Support the strategic health sector cooperation between Danish and Brazilian authorities
- Participate in EU coordination meetings
- Prepare visits by Danish delegations to Brazil and vice versa
- Build and maintain a wide network of contacts
- Ensure that embassy management and other embassy colleagues are informed about news and mayor events within your portfolio

Required qualifications

- Minimum bachelor degree
- At least two years of relevant work experience
- Appetize for working with Danish-Brazilian bilateral relations
- Excellent spoken and written Portuguese and English
- Solid IT (Microsoft Office)
- A pro-active, open-minded, creative 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 works 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 35 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, marked (Ref.: Economic and Political Affairs Officer 2020) no later than 29 November 2020.

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 December 2020.

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 Laura Nielsen, Deputy Head of Mission, at launie@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.

For more information about the Embassy, please refer to www.brasilien.um.dk.