



Vacancy announcement

The Danish Embassy is looking for a new staff member

Position:	Communication Affairs Officer
Type of employment:	Full time permanent employment on a local contract
Starting date:	1 June 2020 (tentatively)
Location:	Danish Embassy in Brasília, SES, Av. Das Nações, Qd. 807, Lt. 26
Application deadline:	23 April 2020

The Embassy is seeking to recruit an energetic, efficient, proactive and innovative Communication Affairs Officer from 1 June 2020.

You will be working closely with all Embassy teams in the area of culture, digitalisation, health, and trade, consular and political affairs. Your main task will be to communicate with media and the public in order to explain and champion Danish perspectives and values through media relations and digital outreach in Brazil. 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 Communication Affairs Officer

- Implementing projects for the promotion of key public diplomacy messages around Denmark.
- Draft, coordinate and plan events and briefing material promoting Danish perspectives and values by ensuring Danish participation in festivals, exhibitions, seminars etc. together with Nordic Embassies and other stakeholders.
- Proactively build relationships with key media.
- Conduct fundraising for public diplomacy and cultural activities.
- Ensure that embassy management and other embassy colleagues have a good sense of news and mayor events.
- Lead collaboration with other Nordic embassies in Brasilia and the Danish Cultural Institute in Brazil.
- Development and daily management of the Embassy's website and social media platform
- Handling of selected administrative and consular tasks in collaboration with embassy staff

Required qualifications

- Minimum bachelor degree
- At least two years of communication/media related work experience
- Experience of using including digital media tools in professional outreach
- Interest in Danish culture, traditions and values
- 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.



ROYAL DANISH EMBASSY
Brasilia

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

- 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 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 (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to the Embassy by e-mail to bsbamb@um.dk, marked (Ref.: Communication Affairs Officer 2020) no later than 23 April 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 April/May 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.