



The Consulate General of Denmark in São Paulo is looking for a Consular Officer

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| Position: | Consular Officer |
| Type of employment: | Full time (40 hrs) |
| Starting date: | 1 June 2021 |
| Location: | Rua Oscar Freire 379, cj 31, 01426-001 São Paulo, Brazil |
| Deadline for application: | Wednesday 21 April 2021 |

The Consulate General of Denmark in São Paulo is one of Denmark's diplomatic missions in Brazil. We are a team of 12 employees helping Danish business environments to connect to the local environment and assisting Danish citizens living in/travelling in the state of São Paulo with consular matters.

About the Team and the Job

We are looking for a highly efficient, empathetic and structured colleague to be part of our consular team.

You will be part of the administrative and consular department. Your main responsibility will be within the consular area assisting Danes in Brazil with passport applications, citizenship cases and Danish citizens in various consular matters among others.

Furthermore, you will be part of our reception staff answering incoming phone calls and attending our reception. You will work closely together with our Administrative Officer on particularly HR-cases and you will be the back-up person on various accounting and administrative matters. Occasionally, you will act as Event Coordinator when the Consulate General is hosting events with external guests.

As Consular Officer you will have daily contact with the employees at the Consulate General, the Ministry of Foreign Affairs of Denmark and Danes in São Paulo. It is therefore important that you thrive with having contact to different people and different situations.

We work closely together and share ideas, experiences and suggestions in an open and informal environment.

Main Tasks and Responsibilities as Consular Officer

- Responsible for the daily handling of consular issues like passport applications for Danish citizens, citizenship cases and assisting Danes in need;
- Attending our reception and answering incoming calls guiding people to the right contact person in the Consulate General;

- HR-issues related to recruitment of employees, including local and Danish interns, contracts and issues in accordance with rules for the Danish Ministry of Foreign Affairs and local legislation;
- Coordinating events with external guests – e.g. events in the residence of the Consul General, events for the Danish community in São Paulo etc.;
- Back-up on general administrative, accounting and IT-related issues

About You

- Relevant education and/or professional experience;
- High fluency in English and Portuguese spoken and written is an absolute must;
- Ability to handle multiple tasks and work under time pressure;
- Great interpersonal and cooperation skills;
- Excellent organizational skills, efficient and structured;
- Self-motivated with a service minded and welcoming mind-set
- A positive, pro-active, open and solution-oriented attitude;
- Knowledge of Danish, Norwegian and/or Swedish is an advantage

We Offer

- A challenging and interesting job in an international and inter-cultural work environment with values such as openness, independence and flexibility;
- Salary based on qualifications and experience;
- Full time employment on a local contract according to Brazilian labour rules (CLT);
- Refund of health care expenses and VR;
- Possibilities of training within administrative and consular affairs in Copenhagen, Denmark

Application and Recruitment Process

To apply for the position, please send your application (cover letter, CV, proof of relevant education and recommendations) in English to saogkl@um.dk marked "Application: Consular Officer" no later than 21 April 2021.

Selected candidates will be invited for interviews – expected to take place end of April and early May 2021.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to the start of employment.

The Ministry of Foreign Affairs of Denmark value diversity and equal opportunities for all and welcome applications from all qualified candidates regardless of race, gender, religion, age or disability.

Questions

For questions regarding the position, please contact Camila Corrêa da Costa Sousa (camsou@um.dk).

About us

For more information about the Danish Diplomatic Missions in Brazil, please see www.brasilien.um.dk