



EMBASSY OF DENMARK
Islamabad

Vacancy: Political Officer at the Embassy of Denmark in Islamabad

Type of employment: Full time on a local contract.

Starting date: As soon as possible

Location: Royal Embassy of Denmark, House 16, Street 21, F-6/2, Islamabad

Deadline for application: Wednesday 30 June 2021 at 17:00PST

The Royal Danish Embassy in Islamabad is looking for a Political Officer on a full time local contract.

The Embassy is an ambitious, high-paced and dynamic workplace. We work to promote and strengthen political and commercial ties between Pakistan and Denmark.

As Political Officer you will contribute to strengthening the understanding and cooperation between Denmark and Pakistan in particular within projects and collaboration related to renewable energy and energy efficiency. You will also work with other Danish strongholds such as sustainable food production, clean water and environment protection, climate change mitigation as well as report on general political developments and human rights affairs.

Main tasks and responsibilities

The exact division of tasks with the team will be determined once we have a better understanding of your qualifications and professional experience.

Typical tasks will include:

- Monitor and report on current affairs as well as developments in Pakistan within areas of particular interest to Denmark, including domestic, regional and foreign policy developments and green transition
- Prepare diplomatic meetings and material as well as collate data and conduct analysis, research and formulate memos on relevant topics
- Secure coordination between Danish and Pakistani partners. Arrange meetings with government, business, civil society, academia and other stakeholders, including related to energy and climate topics
- Contribute to the public diplomacy and trade promotion activities of the Embassy in collaboration with the Embassy Trade Council
- Contribute to the organisation and preparation of delegations to and from Denmark
- Participate in external meetings related to your areas of work
- Contribute to a strengthened focus on sustainability and green transition across the Embassy.
- Engage in improving the sustainability of the Embassy by implementing our own sustainability strategy, which aspires to create a more sustainable workplace in line with the Sustainable Development Goals and the Paris Agenda



Requirements for the position

- Relevant Bachelor or Master Degree (e.g. political science, economics, law, sociology, environmental studies, earth sciences)
- Relevant experience with political affairs and reporting. It is an additional advantage if you have previous experience with projects within green energy and sustainability
- Relevant experience with international cooperation, e.g. from ministries, universities, international organizations, NGOs or business organizations
- It would be an advantage if you have relevant experience from living abroad, including university exchange or internships
- Knowledge of and interest in promoting Danish societal, trade and cultural strongholds
- Ability to work independently and as a team member, often under time pressure
- Proactive, open-minded and creative approach to the handling of tasks
- Excellent communication and interpersonal skills, including fluency in English. Mastering of spoken/written Danish and prior experience from international diplomatic work are considered substantial advantages
- IT user knowledge, including webpage editing, social media and Microsoft Office programmes

What we offer

- An exciting, inter-cultural and dynamic work environment. You will be part of our newly established team covering Political Affairs and Public Diplomacy with direct reporting to the Deputy Head of Mission
- A position in a dynamic and informal work environment, which offers diverse, exciting and challenging tasks with a high degree of individual responsibility
- Great opportunities for developing your professional and personal competencies

Employment conditions

- You will be offered full time employment on a local contract
- Your standard working hours will be 37 hours per week
- You will be entitled to four weeks (20 working days) of paid holiday per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results

Application and recruitment process

To apply for the position, please send your application in English with one file in pdf-format consisting of (i) motivation letter, (ii) CV, (iii) proof of relevant education, (iv) recommendations and (v) 2-3 references no later than 30 June 2021 at 17:00PST. Any applications not fulfilling the criteria in item i-v will not be considered

The Embassy of Denmark is obliged to follow EU-regulation regarding handling personal information (General Data Protection Regulation, GDPR) when we receive and process job applications. By submitting your application, you consent to the processing of your personal information in line with the Personal Data Policy of the Ministry of Foreign Affairs.

Please send your application mail to isbamb@um.dk. Please refer in the subject line to: "Application for Political Officer. Your name".



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The Embassy of Denmark attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, gender, religion, age or disability.

Selected candidates will be invited for interviews and test – expected to take place by mid/end July 2021.

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment. Furthermore, the chosen candidate must be able to fund and obtain a work visa to Pakistan if so needed.

Information about Embassy of Denmark

For more information about the Embassy of Denmark in Islamabad, please refer to our webpage:
<https://pakistan.um.dk/>