



Vacancy announcement: Junior Trade Associate

Embassy of Denmark in Islamabad

Position: Junior Trade Associate

Type of employment: Time-limited period of 9 months on a local contract (with possibility of extension)

Starting date: 1 January 2025

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

Deadline for application: Friday, 1 November 2024 at 23:00 hrs PST

The Embassy of Denmark in Islamabad is looking for a Junior Trade Associate in its Trade Council department on a 9-months' time-limited local contract.

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

As a Junior Trade Associate, you will contribute to strengthening the understanding and cooperation between Denmark and Pakistan in particular within trade in health, services, food and agribusiness and other collaboration related to environment including water & waste management, and renewable energy.

The exact division of tasks will be determined based on your qualifications and professional experience.

Main tasks and responsibilities

- Research reports on market data and conduct sector analysis on relevant topics.
- Accompanying the Trade Council team in virtual and face-to-face meetings with Danish companies and important stakeholders.
- Responding to queries from companies with respect to doing business in Pakistan.
- Secure coordination between Danish and Pakistani partners. Arrange meetings, dinners, receptions and other events with government, business, civil society, academia and other stakeholders.
- Prepare material and minutes of diplomatic and commercial meetings.
- Assist in organizing visits by Danish delegations to Pakistan.
- Creating social media content focusing on commercial activities and engagements in close coordination with Public Diplomacy & Communication team.
- Contribute to a strengthened focus on sustainability and green transition across the Embassy. This includes engaging in the implementation of the Embassy's own sustainability strategy, which aspires to create a more sustainable workplace in line with the Sustainable Development Goals and the Paris Agenda.
- Provide support services to the superiors ensuring a professional, responsive and effective experience with the organization as a whole.
- A limited amount of travel outside of Islamabad is to be expected.

Requirements for the position

- Fresh graduates having Bachelor Degree in the last one year from a higher education institution (e.g. economics, commerce and business administration).
- Background knowledge and interest in business development, trade & economy.
- Preferably relevant experience with international cooperation and market research.
- Knowledge of and interest in promoting Danish societal, trade and green strongholds.
- Ability to work independently and as a team member – even when you are busy.
- Proactive, open-minded and creative approach to the handling of tasks.
- Excellent communication and interpersonal skills, including fluency in English.
- IT user knowledge, including social media platforms and Microsoft Office programmes.

What we offer

- A position in an exciting, inter-cultural and dynamic work environment with an informal atmosphere among colleagues.
- Diverse and challenging tasks with a high degree of individual responsibility. You will be part of our Trade Council directly reporting to Commercial Advisor and Head of Trade Council.
- Great opportunities for developing your professional and personal competencies.

Employment conditions

- You will be offered time-limited 9 months' employment with possibility of extension 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) names and contact of 2-3 references.

The application has to be submitted no later than 1 November 2024 at 23:00 hrs PST. Any applications not fulfilling the criteria in item (i) to (iv) will not be considered.

Please send your application mail to isbamb@um.dk. Please refer in the subject line to: "Application for Junior Trade Associate. [Your name]".

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.

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 third week of November 2024.

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/>