

Vacancy: Junior Trade Associate at the Embassy of Denmark in Islamabad

Position:	Junior Trade Associate
Type of employment:	Full time on a local contract for a time-limited period of 9 months.
Starting date:	As soon as possible
Location:	Royal Embassy of Denmark, House 16, Street 21, F-6/2, Islamabad
Deadline for application:	Monday 17 May, 2021 at 1700hrs Pakistan time.

The Embassy of Denmark in Islamabad, Pakistan is looking for a dynamic full-time staff member to join its Trade Council team as **Junior Trade Associate**. You will be tasked with team associated responsibilities and work as part of a strong team.

You are a result-oriented professional with a positive personality and acute attention-to-detail. We are looking for an energetic and bright individual with a dynamic personality, who is keen to work for increased trade between Pakistan and Denmark.

This position at the Trade Council will provide first-hand experience of trade promotion and working with Danish and Pakistani companies through a broad range of analytical and consultancy services that the Embassy provides.

Main tasks and responsibilities:

The Junior Trade Associate will be responsible for providing assistance to Trade Council across a broad range of activities.

Typical tasks will be:

- Use of Microsoft Outlook, Word, Excel and PowerPoint to produce materials for meetings and conferences.
- Research reports on market data and sector analysis.
- Dealing with queries from companies with respect to doing business in Pakistan.
- Assisting in organizing visits by Danish delegations to Pakistan.
- Preparing minutes of meetings and exhibitions.
- Accompanying the Trade Council team in virtual and face-to-face meetings with Danish companies and important stakeholders as and when required.
- Preparing trade related content for Facebook, LinkedIn and the Embassy's website.
- General office management, meeting and event coordination.
- Preparing for meetings; booking conference rooms, setting up projector and other video conferencing units, arrangement of refreshments, etc.
- Perform any other task assigned by the Head of Trade.
- The Junior Trade Associate will provide support services to the Head of Trade and Trade Council that ensures a professional, responsive and effective experience with the organization as a whole.
- The job entails dealing with senior private sector and government stakeholders with grace, sophistication and professionalism.
- A limited amount of travel outside of Islamabad is to be expected.

We are looking for:

- Attention to details and punctuality.
- Curious and energetic with desire to learn from a professional and experienced trade team.
- A team player with engaging personality.
- Ability to remain calm and courteous under pressure.
- Ability to think and act strategically.
- Ability to work independently and provides sound judgment.

Requirements for the position:

- The applicant should have completed his/her Master's/Bachelor's degree in the last one year from a higher education institution with a focus on business, economics, commerce and finance.
- Interest in international trade and sustainability
- Expert level of Microsoft Office software, especially Outlook, Excel and Word and other relevant computer applications.
- Excellent communication and interpersonal skills.
- Proficiency in both spoken and written English and Urdu in must. (*Knowledge of Danish language will be an advantage*).
- Strong organizational skills, including ability to plan and deliver effectively.
- Have a collaborative approach to team working.
- Flexible and willing to adapt to the changing needs of the Embassy.

What we offer

- An exciting, inter-cultural and dynamic work environment. You will be part of the Danish Ministry of Foreign Affairs' Trade Council Team.
- 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 for a time-limited period of 9 months.
- Your standard working hours will be 37 hours per week.
- 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 (motivation letter, CV and proof of relevant education, **all compiled in one single PDF document**) no later than 17 May 2021 at 1700hrs Pakistan time. The applications should be sent via email only to isbamb@um.dk with the subject line: "Application for Junior Trade Associate. Your name".

Applications not adhering to the deadline and process mentioned here will be **automatically rejected**.

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 during May-June 2021.

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

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