

Vacancy announcement

The Danish Embassy in Rabat is looking for a new staff member



Position:	Embassy Officer
Type of employment:	Full time employment on a local contract for 1-2 years with the possibility of extension
Starting date:	As soon as possible
Location:	Danish Embassy in Rabat, Morocco
Deadline for application:	5 January 2025

The Royal Danish Embassy in Rabat is looking for a dynamic, outgoing and motivated Embassy Officer to join our team at the Embassy. As Embassy Officer you will be handling a wide range of diverse tasks which will allow you to get acquainted with the multi-faceted work of a medium-sized bilateral embassy. The position will offer a great opportunity for development of your professional and personal competences in a unique international and intercultural environment.

Main tasks and responsibilities as Embassy Officer

- Consular tasks including travel advice for Morocco, concrete consular cases where Danish language skills are needed, reporting to the Danish MFA etc.;
- Participate in Nordic and EU meetings and coordinate with other embassies on security and consular affairs;
- Administrative tasks including cross-functional tasks related to facility management, contingency planning, IT, financial matters, interns, website, GDPR etc.;
- Assist in coordinating with the MFA and other Danish authorities, political reporting on Moroccan domestic and foreign policy, and other various tasks in the embassy's political section;
- Contributing to the preparation of high-level visits to/from Denmark.

Required qualifications

- A masters level university degree in political or other social science or a related field;
- Preferably a couple of years of experience in a relevant line of work;
- Strong communications skills. Written and verbal proficiency in Danish (or any of the Scandinavian languages), French and English required;
- Strong academic credentials and analytical skills;
- Interest in foreign policy and North Africa;
- Flexibility, agility and ability to work independently and handle stressful situations;
- Interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.

Employment conditions

- You will be offered full time employment for 1-2 years with the possibility of extension on a local contract in accordance with labour market rules in Morocco.
- Your standard working hours will be 40 hours per week with flexible working hours.
- You will be entitled to 25 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 (cover letter, CV, proof of relevant education, recommendations and 1-2 references) in English to rbaamb@um.dk marked "Embassy Officer" no later than 5 January 2025.

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.

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 Senior Embassy Officer Andreas Wiendel Rasmussen at anwira@um.dk or Deputy Head of Mission Serena Hebsgaard at serheb@um.dk.

About us

The Danish Embassy in Rabat is part of the Danish Foreign Service. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 16 employees. The Embassy covers Morocco, Mauritania and Senegal and is responsible for three honorary consulates in Morocco and one in Mauritania.

For more information about the Embassy, please visit www.marokko.um.dk.