

Vacancy announcement

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



Position:	Senior Embassy Officer
Type of employment:	Full time employment on a local contract for 2 years with the possibility of extension
Starting date:	As soon as possible
Location:	Danish Embassy in Rabat, Morocco
Deadline for application:	Monday 18 September 2020

The Embassy in Rabat is seeking to recruit a dynamic, outgoing and motivated Senior Embassy Officer to our team at the Embassy. We are 12 employees and we offer an exciting, inter-cultural and dynamic work environment.

As a Senior Embassy Officer, you will be handling a wide range of diverse tasks and you will report directly to the Ambassador. This would allow you to be acquainted with the multi-faceted work of a small bilateral embassy. Furthermore, this is a great opportunity for further development of your professional and personal competences in a unique international environment.

Main tasks and responsibilities as Senior Embassy Officer

- Research, analysis and reporting on Moroccan domestic and foreign policy, human rights situation, migration as well as sectoral policies e.g. energy/climate;
- Contributing to the preparation of high-level visits to/from Denmark;
- Consular tasks including the travel advice for Morocco, concrete consular cases where Danish language skills are needed etc.;
- Export promotion, economic diplomacy and commercial activities;
- Developing the Embassy's online presence/social media presence (Facebook, Twitter and LinkedIn) in cooperation with colleagues at the Embassy;
- Administrative tasks including cross-functional tasks such as security matters, contingency planning, the Embassy as a climate friendly workplace etc.

Required qualifications

- A masters level university degree in political science, law or equivalent;
- 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;
- Interest in foreign policy and North Africa;
- Strong academic credentials and analytical skills;
- Flexibility and agility. You must be able to handle many issues simultaneously;
- Interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
- Ability to work independently and efficiently.

Employment conditions

- You will be offered full time employment for 2 years with the possibility of extension on a local contract based on the relevant legally binding labour market rules of Morocco.
- Your standard working hours will be 40 hours per week
- 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, resume, proof of relevant education, recommendations and 2-3 references) in English to Ambassador Nikolaj Harris at nikhar@um.dk marked "Senior Embassy Officer" no later than 18 September 2020.

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 Ambassador Nikolaj Harris at nikhar@um.dk.

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Morocco and Mauretania. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 12 employees.

For more information about the Embassy, see www.morocco.um.dk.